

Personal Property Liquidation Summary

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to summarize the details of the recent personal property liquidation conducted on [insert date of liquidation]. The following items were liquidated:

Liquidated Items:

Item Description	Quantity	Selling Price
[Item 1 Description]	[Quantity]	[Price]
[Item 2 Description]	[Quantity]	[Price]

Total Summary:

Total Number of Items Sold: [Insert Total Number]

Total Revenue Generated: [Insert Total Revenue]

If you have any questions regarding this summary or the items liquidated, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]