

Letter of Intent to Liquidate Business Assets

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of our intention to liquidate the assets of [Company Name]. After careful consideration and evaluation of our current business circumstances, we have concluded that this is the most prudent course of action to take.

The decision to liquidate was not made lightly, and we recognize the implications it may have for our stakeholders. Our plan involves the orderly sale of our assets, with the objective of maximizing return and minimizing disruption.

We anticipate that the liquidation process will commence on [Start Date] and is expected to be completed by [End Date]. We will keep all stakeholders informed throughout this process and will provide additional details as they become available.

Thank you for your understanding. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Company Name]