

Asset Sale Strategy Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

We are writing to inform you of our strategic decision regarding the sale of certain assets within [Your Company Name]. As part of our ongoing efforts to enhance operational efficiency and streamline our business processes, we have identified specific assets that will be available for sale.

The assets targeted for sale include:

- [Asset Description 1]
- [Asset Description 2]
- [Asset Description 3]

We believe that this course of action will allow us to focus on our core competencies and drive further growth in the future. We are currently developing a detailed sales strategy and timeline, and we will be reaching out to you with further information in the coming weeks.

If you have any questions or require additional information at this stage, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]