

# Liquidation Agreement Procedures for Asset Division

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

As part of the liquidation process, we are initiating the following procedures for the division of assets. This letter serves as a formal notification of the steps we will take to ensure a fair and equitable distribution of assets.

## 1. Identification of Assets

We will compile a comprehensive list of all assets owned by [Company Name/Parties Involved]. This list will be available for review on [Insert Date].

## 2. Valuation of Assets

All assets will be appraised by a certified third-party evaluator to determine their current market value. This process is expected to be completed by [Insert Date].

## 3. Distribution Plan

Following the asset valuation, a proposed distribution plan will be drafted and circulated for review. Input will be accepted until [Insert Date] before finalization.

## 4. Final Agreement

The final agreement for asset division will be prepared and signed by all parties involved by [Insert Date].

## 5. Distribution of Assets

Assets will be distributed in accordance with the approved plan on or before [Insert Date].

We appreciate your cooperation during this process and encourage any questions or concerns to be communicated promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]