

# Liquidation Agreement Notification Template

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

City, State, Zip: [City, State, Zip]

## **Subject: Notification of Liquidation Agreement**

Dear [Creditor's Name],

We are writing to formally notify you regarding the liquidation process of [Company Name], which is currently in progress. Below are the steps we intend to follow for notifying all creditors:

1. **Review of Outstanding Debts:** We will begin by compiling a comprehensive list of all outstanding debts owed to creditors, including your organization.
2. **Notification of Liquidation:** A formal notification will be sent to all creditors, including the details of the liquidation agreement and the expected timelines.
3. **Submission of Claims:** All creditors will be invited to submit their claims against [Company Name] within [Insert Timeframe] from the date of notification.
4. **Evaluation of Claims:** Submitted claims will be thoroughly evaluated, and decisions regarding the settlement amounts will be communicated.
5. **Settlement Offer:** Upon completion of the claims evaluation, a settlement offer will be extended based on the available assets from the liquidation.

We value your relationship and appreciate your understanding during this challenging time. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]