

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Intent to Enter Insolvency

Dear [Recipient Name],

I am writing to formally notify you of my intention to enter insolvency as of [date]. After careful consideration and due to [briefly state reasons for insolvency], it has become clear that this is the necessary course of action.

I am committed to fulfilling my obligations to my creditors and wish to initiate the process in a transparent manner. I will be seeking the advice of a qualified insolvency practitioner to assist in this matter.

Please feel free to contact me directly at [your phone number] or [your email address] should you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]