

Important Notice Regarding Company Liquidation

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Name],

We regret to inform you that [Your Company Name] has initiated the process of liquidation. This decision was not made lightly, and we want to take this opportunity to thank you for your support and partnership during our time in business.

As we proceed with the liquidation process, we kindly ask that you cease all deliveries and services effective immediately. Please direct any outstanding invoices and claims to our designated liquidation contact, whose details are provided below.

Liquidation Contact:

Name: [Liquidation Contact Name]

Email: [Liquidation Contact Email]

Phone: [Liquidation Contact Phone]

We appreciate your understanding in this difficult time, and we hope to settle any remaining obligations promptly.

Thank you once again for your collaboration and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]