

Formal Notification of Company Liquidation

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

We hereby formally notify you that [Company Name], located at [Company Address], has initiated the process of liquidation as of [Date of Liquidation Initiation]. This decision has been made after careful consideration of our financial circumstances and in accordance with applicable laws and regulations.

As part of the liquidation process, all assets will be liquidated and debts will be settled in accordance with legal requirements. We request your cooperation during this process, and we advise you to direct any inquiries regarding outstanding debts or claims to [Contact Information].

We appreciate your understanding in this matter. Thank you for your support throughout our operations.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]