

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Name],

Subject: Notification of Company Liquidation

We are writing to inform you that [Your Company Name] has commenced the liquidation process as of [Date]. This decision has been made after careful consideration of our current financial situation and business viability.

As part of this process, we will be settling our outstanding debts and liquidating our assets in accordance with the legal requirements and obligations. We assure you that we are committed to conducting this process in a transparent manner and will keep all stakeholders informed.

Should you have any inquiries regarding this process, please do not hesitate to reach out to [Contact Name] at [Contact Email] or [Contact Phone Number]. We appreciate your understanding during this challenging time.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]