

Asset Liquidation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the liquidation of the assets belonging to [Your Company Name] as we are in the process of closing our business operations. This decision has been made after careful consideration and evaluation of our circumstances.

The assets to be liquidated include:

- [Asset Description 1]

- [Asset Description 2]
- [Asset Description 3]

We kindly ask you to guide us through the necessary steps and processes involved in this liquidation. We appreciate your support and assistance during this difficult time.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]