

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the liquidation of my assets due to severe financial hardship. Over the past [duration], I have been facing unexpected challenges, including [briefly explain the hardship, e.g., job loss, medical emergencies], which have significantly impacted my financial stability.

Given my current circumstances, I kindly request your assistance in liquidating the following assets:

- [Asset 1]
- [Asset 2]
- [Asset 3]

I believe that liquidating these assets is the best course of action to alleviate my financial burden and regain stability. I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]