

Asset Liquidation Request Letter

Date: [Insert Date]

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

Dear [Recipient's Name],

Subject: Request for Asset Liquidation for Inventory Clearance

I hope this letter finds you well. I am writing to formally request the liquidation of assets as part of our inventory clearance initiative. Due to [brief justification, e.g., overstock, changes in business strategy], we have identified certain assets in our inventory that require prompt liquidation to optimize our operations.

The details of the assets proposed for liquidation are as follows:

- Asset Name: [Insert Asset Name]
- Quantity: [Insert Quantity]
- Estimated Value: [Insert Value]
- Condition: [Insert Condition]

We believe that liquidating these assets will not only help in clearing up our inventory but also in generating necessary funds to reinvest into our core operations.

I kindly request your approval for this liquidation process at your earliest convenience. Please let me know if you require any additional information or documentation regarding this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]