

Asset Liquidation Request

Date: [Insert Date]

To: [Investment Advisor's Name]

[Investment Firm's Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Investment Advisor's Name],

I hope this message finds you well. I am writing to formally request the liquidation of certain assets within my investment portfolio, account number [Insert Account Number]. This decision has been made to adjust my investment strategy and reallocate funds in alignment with my current financial goals.

Please proceed with liquidating the following assets:

- [Asset 1: Description, Quantity]
- [Asset 2: Description, Quantity]
- [Asset 3: Description, Quantity]

I would appreciate your assistance in this process and kindly request confirmation once the liquidation has been completed. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]