

Asset Liquidation Request for Operational Downsizing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request the liquidation of certain assets as part of our ongoing operational downsizing efforts at [Your Company Name]. Due to [a brief explanation of the reasons for downsizing], we have identified the need to optimize our resources and streamline our operations.

As part of this process, we would like to proceed with the liquidation of the following assets:

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

We believe that liquidating these assets will not only assist us in reducing costs but also enable us to focus on our core operations more effectively.

Please let us know your thoughts on this request and the next steps involved in the liquidation process. We appreciate your timely attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]