

# Asset Liquidation Request for Property Sales

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request the liquidation of certain assets related to the property located at [Property Address]. Due to [brief reason for liquidation], we believe that selling these assets will be the best course of action at this time.

The assets identified for liquidation include:

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

We would appreciate your guidance on proceeding with the sales process and any necessary documentation or approvals required. We aim to execute this upcoming sale in a manner that best reflects the value of the property assets.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]