

Asset Liquidation Request for Tax Purposes

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the liquidation of assets for tax purposes. As part of my year-end financial review, I have determined that liquidating certain assets will allow for a more streamlined financial statement and provide clarity for tax reporting.

The assets I am requesting to liquidate are as follows:

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

Please let me know the next steps in the liquidation process and any required documentation needed from my side to facilitate this request.

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

Sincerely,

[Your Name]