

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

RE: Combined Estate Sale and Property Liquidation for [Property Address]

I am writing to formally announce the upcoming estate sale and subsequent real estate liquidation for the property located at [Property Address]. As the [Executor/Administrator/Authorized Agent] of the estate, I have authorized a comprehensive liquidation process to settle all assets.

**Phase 1: Estate Sale (Personal Property)**

The contents of the home, including furniture, antiques, household goods, and personal effects, will be sold to the public.

- Dates: [Start Date] to [End Date]
- Hours: [Start Time] to [End Time]
- Management Firm: [Name of Estate Sale Company, if applicable]

**Phase 2: Property Liquidation (Real Estate)**

Following the conclusion of the estate sale, the real property will be placed on the market for immediate sale.

- Listing Date: [Date]
- Asking Price: [Price, if determined]
- Listing Agent: [Agent Name and Contact Information]

This combined approach is intended to ensure a streamlined transition and the efficient closure of the estate. All items and the property itself are being sold in "as-is" condition.

For inquiries regarding specific inventory items or to schedule a private viewing of the property prior to the listing date, please contact [Contact Person Name] at [Phone/Email].

Thank you for your attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]

[Title/Relationship to Estate]