

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Real Estate Asset Liquidation

Dear [Recipient Name],

We are writing to formally notify you regarding a change in the management and ownership status of the property located at [Property Address].

The current owners, [Owner Names], have officially announced their retirement. As part of their retirement planning and estate transition, they have reached the decision to liquidate their real estate holdings, including the aforementioned property.

Please be advised of the following details regarding this liquidation process:

- **Listing Date:** The property is scheduled to be placed on the market on [Date].
- **Management Transition:** During this period, [Company Name/Agent Name] will handle all inquiries and coordination regarding the sale.
- **Current Agreements:** [Specify if current leases or contracts remain valid through the sale or if they are being terminated with notice].

Our primary goal is to ensure a smooth transition. We will provide further updates as the liquidation process progresses, particularly regarding site visits, inspections, or changes in point-of-contact for administrative matters.

If you have any immediate questions or require clarification regarding your specific agreement, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and understanding during this period of transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]
[Company Name]