

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Title]
[Recipient Company Name]
[Address Line 1]
[Address Line 2]

Subject: Formal Notification of Liquidation and Its Purpose

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] has entered into a process of voluntary/compulsory liquidation, effective as of [Date].

The primary purpose of this liquidation is to conduct an orderly wind-down of the company's business operations. Specifically, the process is being undertaken to:

- Realize and liquidate all remaining company assets.
- Settle outstanding liabilities and legal obligations.
- Distribute remaining proceeds to creditors and shareholders in accordance with statutory priority.
- Formally dissolve the legal entity of the company.

Following this decision, [Name of Liquidator/Firm] has been appointed to oversee the proceedings. All future correspondence regarding accounts, claims, or contractual obligations should be directed to their office at the following address: [Liquidator Address].

We appreciate your cooperation during this transition period.

Sincerely,

[Signature]
[Typed Name]
[Title]