

**DATE:** [Insert Date]

**TO:** [Insert Recipient Name/Potential Bidders/Interested Parties]

**FROM:** [Insert Firm Name or Liquidator Name]

**SUBJECT:** NOTICE OF LIQUIDATION: FIRM ASSETS AND LAW LIBRARY

To Whom It May Concern,

Notice is hereby given that [Law Firm Name], located at [Insert Address], is undergoing a formal liquidation of its business assets and professional law library.

The following categories of assets are available for immediate purchase or bidding:

- **Office Equipment:** Computers, printers, servers, telecommunication systems, and photocopiers.
- **Office Furniture:** Desks, ergonomic chairs, conference tables, filing cabinets, and reception area seating.
- **Law Library:** A comprehensive collection including [State/Federal] Reporters, specialized legal treatises, encyclopedias, and bound law journals.
- **General Supplies:** Stationary, organizational tools, and miscellaneous office hardware.

**Terms of Sale:**

Items are sold on an "as-is, where-is" basis. All sales are final. The buyer is responsible for the removal and transportation of purchased items from the premises by [Insert Deadline Date].

**Viewing and Bidding:**

Interested parties may inspect the assets on [Insert Date] between the hours of [Insert Time] and [Insert Time]. Please contact [Contact Name] at [Phone Number] or [Email Address] to schedule an appointment or to request a detailed inventory list.

Bids must be submitted in writing no later than [Insert Deadline Time/Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role, e.g., Managing Partner or Receiver]