

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Company  
Address  
City, State Zip Code

Re: Dissolution and Liquidation of  
Dear :

Our firm represents (" "). We regret to inform you that has ceased operation and has liquidated its assets. The bulk of the corporation's assets were pledged as collateral to secure creditors. These encumbered assets have been returned to the secured creditors. All unencumbered property, with the exception of a few small receivables which appear uncollectible, have been liquidated and the funds used to pay unsecured creditors to the extent possible.

As of this date, there does not appear to be any remaining funds available for distribution to unsecured creditors. Although the corporation has not filed bankruptcy, the situation is essentially the same as in a no asset Chapter 7 liquidation.

Please do not contact any former officers, directors, shareholders, or employees of with regard to any debts due or alleged to be due. Any such contact should be made directly to me at the address below or telephone number above.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

By:

/  
cc: