[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF BULK TRANSFER**

Dear [CONTACT NAME],

To Creditors of [NAME], Transferor:

This communication is to notify you that:-

[NAME], the Transferor is about to make a bulk transfer of [PROPERTY OR PROPERTY AND SECURITY], to the undersigned Transferee.

the transferor’s business address is [ADDRESS],

the transferee’s business address is [ADDRESS].

the property to be transferred is located at [ADDRESS].

the property to be transferred is [DESCRIPTION].

 To the best knowledge of the transferee, during the last three years, the transferor has not used a business name or address other than that which is stated above.

 The bulk transfer is to be made on or after [DATE], at [ADDRESS], in the office of [IDENTIFY].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]