LETTER TO BANK – ON COMPANY NOTEPAPER

Dear Sirs

**Company Name Limited (**the **Company)**

**Sort Code:**

**Account Number:**

I am writing to advise you that at a meeting held earlier today, steps were taken to place the Company into creditors’ voluntary liquidation due to the inability of the Company to pay its debts as they fall due.

Name of Firm Name, Firm Address, has been instructed to assist in the preparation of a Statement of Affairs and a report to creditors on the Company’s financial affairs. Enclosed with this letter is a copy of the minutes of the board meeting together with a copy of the decision notice to creditors in this regard.

I am writing to you to instruct you to stop payment of all outstanding cheques. In addition, all direct debit and standing order authorities are hereby revoked.

Please forward, without deduction, all credits received for the benefit of the Company to this office by way of cheque made payable to the Company.

I shall be grateful if you will send to Firm Name as soon as possible, copies of any debentures or charges held by the bank, together with a bank statement up to the date you receive this letter. Please also provide them with such further information relating to the Company’s accounts as they may require.

You will appreciate that in the period leading up to the date of liquidation, it is the director(s) duty to protect the Company’s assets and to minimise its liabilities for the benefit of creditors generally.

In order to avoid the possibility of a voidable preference, [I/we] have been advised to open a new bank account for the Company at a different bank and pass all further receipts and payments through that account until such time as the Company goes into liquidation.

Please contact me if you need any further information.

Yours faithfully

Director