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| --- | --- |
| Our Ref: CVL410  Your Ref: | Date    When telephoning please ask for:  Contact Name  Direct Line:  Direct Line |

Dear Sirs

**Company Name Limited - In Liquidation (**the **Company)**

I am writing to advise you that I was appointed Liquidator of the Company on Date. A copy of the circular to creditors following my appointment is attached for your information.

Please provide me with details of the following:

* All company documents or securities held for any reason
* Any matters which the bank is dealing with on behalf of the Company
* Standing order and direct debits – please note that no further payments should be made from the Company’s account(s)
* Contingent liabilities in respect of guarantees by the bank
* Personal guarantees given by the directors or other parties, together with details and copies of any charges created over the Company's assets in favour of the bank
* Details of the bank’s claim including any preferential claim for wages advanced
* Balances on all company accounts and copy bank statements for the period from the 1 March 2020 up to the date of liquidation. I would also ask that you send me a copy of any relevant Covid-19 support scheme applications made to the bank by the Company prior to liquidation. This information is required to further my investigations into the conduct of the directors to enable my report to be made to the Insolvency Service in due course under **The Insolvent Companies (Reports on Conduct of Directors) (England and Wales) Rules 2016**.

Finally, please take steps to close the Company's bank account(s) and if there is a credit balance due to the Company, forward this to me by bank transfer to the following account:

*[enter estate account details]*

Alternatively, I would ask that a cheque made payable to [enter details] be forwarded to my office at your earliest convenience. Should you require any additional information, please do not hesitate to contact me.

*[Note: if the Company’s bank account is required to remain open for a period of time, for example to receive anticipated realisations from debtors, etc then the final paragraph of this letter should be edited accordingly]*

I look forward to hearing from you.

Yours faithfully

**Name**  
Liquidator