

head>

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Liquidity Analysis and Business Continuity Advisory

Dear [Client Name],

Following our recent discussions regarding [Company Name]'s financial standing, we have completed a preliminary liquidity analysis and business continuity assessment. This letter outlines our initial findings and provides strategic recommendations to ensure operational stability.

1. Liquidity Position Assessment

Our analysis of your current cash flow, working capital, and debt obligations indicates [mention status, e.g., a strong position / a projected shortfall]. Key metrics observed include:

- Current Ratio: [Insert Ratio]
- Quick Ratio: [Insert Ratio]
- Estimated Monthly Burn Rate: [Insert Amount]

2. Immediate Financial Recommendations

To optimize liquidity, we advise the following actions:

- [Action 1: e.g., Renegotiation of credit terms with vendors]
- [Action 2: e.g., Acceleration of accounts receivable collection]
- [Action 3: e.g., Review of non-essential capital expenditures]

3. Business Continuity Strategies

To mitigate risks to ongoing operations, we recommend implementing the following continuity measures:

- Identifying alternative supply chain partners to avoid disruptions.
- Establishing a contingency cash reserve equivalent to [Number] months of operating expenses.
- Reviewing insurance policies for business interruption coverage.

4. Next Steps

We suggest a follow-up meeting on [Date/Time] to develop a detailed implementation roadmap. In the interim, please provide the updated [Document Name, e.g., Aged Accounts Payable Report] for a more granular review.

We remain committed to supporting [Company Name] through this period of financial planning.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Organization Name]