

**Date:** [Insert Date]

**To:** [Insert Name of Financial Institution/Treasury Department]

**From:** [Insert Name/Title of Authorizing Officer]

**Subject:** Formal Treasury Mandate: Adjustment to Short-Term Rate Shifts

Dear [Recipient Name],

This letter serves as a formal mandate to adjust the company's liquidity and investment strategy in response to current and projected shifts in short-term interest rates.

Effective [Insert Date], the Treasury department is authorized to execute the following actions:

- **Liquidity Positioning:** Rebalance cash reserves to optimize yield while maintaining immediate operational availability.
- **Investment Duration:** Adjust the Weighted Average Maturity (WAM) of the short-term portfolio to mitigate reinvestment risk or capitalize on rising yields as appropriate.
- **Hedging Activities:** Execute interest rate swaps or forward rate agreements to protect against volatility in floating-rate obligations.
- **Counterparty Limits:** Review and adjust exposure limits to ensure alignment with revised credit risk assessments in the current rate environment.

All activities performed under this mandate must remain compliant with the existing Corporate Investment Policy and risk tolerance frameworks. Regular reporting on the performance and impact of these adjustments is required on a [Weekly/Monthly] basis.

Please acknowledge receipt of this mandate and confirm the commencement of these adjustments.

Sincerely,

[Signature]

[Full Printed Name]

[Title/Department]

[Organization Name]