

**DATE:** [Insert Date]

**TO:** [Insert Recipient Name/Department]

**FROM:** [Insert Issuing Officer Name/Title]

**SUBJECT:** Directive Regarding Memorandum on Liquidity Ratio Reporting Requirements

Dear [Insert Name],

This letter serves as a formal directive outlining the mandatory reporting requirements as established in the recently issued Memorandum on Liquidity Ratio Compliance. To ensure the financial stability and regulatory adherence of the institution, all relevant departments must comply with the following instructions:

**1. Reporting Frequency:**

Liquidity Coverage Ratio (LCR) and Net Stable Funding Ratio (NSFR) reports must be submitted on a [Insert Frequency, e.g., weekly/monthly] basis, no later than [Insert Deadline] following the close of the period.

**2. Data Accuracy and Standards:**

All data must be calculated in accordance with the formulas specified in Section [Insert Section Number] of the Memorandum. Supporting documentation for high-quality liquid assets (HQLA) must be attached to every submission.

**3. Threshold Alerts:**

In the event that the Liquidity Ratio falls below [Insert Percentage]%, an immediate notification must be sent to the Risk Management Committee along with a proposed remediation plan.

**4. Submission Channel:**

Reports are to be uploaded directly to the [Insert Portal Name/Database] under the "Regulatory Compliance" folder.

Failure to adhere to these directives may result in [Insert Consequence/Regulatory Action]. Please acknowledge receipt of this directive and the accompanying Memorandum by signing and returning a copy of this letter by [Insert Date].

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title]