

DATE: [Insert Date]

TO: All Executive Officers, Financial Controllers, and Department Heads

FROM: [Executive Name/Office of the CFO]

SUBJECT: Memorandum on New Liquidity Ratio Reporting Requirements

Dear Colleagues,

This letter serves as a formal executive summary regarding the newly established memorandum on Liquidity Ratio Reporting Requirements, effective [Insert Date].

To ensure the continued financial stability of the organization and maintain compliance with updated regulatory standards, we are implementing a more rigorous reporting framework. This initiative is designed to provide real-time visibility into our cash positions and our ability to meet short-term obligations.

Key Requirements:

- **Reporting Frequency:** Liquidity reports must now be submitted on a [Weekly/Monthly] basis.
- **Metric Focus:** Reports must detail the Current Ratio, Quick Ratio, and Operating Cash Flow Ratio.
- **Standardization:** All data must be submitted using the standardized "Annex A" template provided in the memorandum.
- **Submission Deadline:** Final reports are due no later than [Number] business days following the close of the reporting period.

The Finance Department will host a mandatory briefing session on [Insert Date] to review the technical specifications of these requirements and to demonstrate the new submission portal.

Adherence to these guidelines is critical for our risk management strategy. Failure to comply with these reporting deadlines may result in [Insert Consequence/Regulatory Penalty].

We appreciate your cooperation in strengthening our financial oversight protocols. Please direct any specific inquiries to the Treasury Department at [Insert Email/Phone].

Sincerely,

[Signature]
[Full Name]
[Job Title]
[Organization Name]