

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Date]

To: [Name of Recipient/Department Head]  
From: [Name of Sender/Management Office]  
Subject: Forwarding of Memorandum on Liquidity Ratio Reporting Requirements

Dear [Name],

Please find attached the formal memorandum regarding the updated reporting requirements for the company's Liquidity Ratio.

This document outlines the specific metrics, calculation methodologies, and submission deadlines necessary to ensure our organization remains compliant with current financial regulations and internal risk management policies.

Effective [Start Date], all relevant departments are required to adhere to the protocols detailed in the attachment. Specifically, please take note of the following:

- Frequency of reporting (e.g., weekly/monthly).
- Data validation procedures.
- Designated personnel responsible for final submission.

It is imperative that these guidelines are followed strictly to maintain adequate liquidity oversight and financial stability.

If you have any questions or require clarification regarding these new requirements, please contact the [Finance/Risk Management] Department.

Sincerely,

[Signature]  
[Typed Name]  
[Title/Position]

Enclosure: Memorandum on Liquidity Ratio Reporting Requirements