

**Date:** [Insert Date]

**To:** [Recipient Name/Title]

[Organization Name]

[Department Name]

**Subject: Notification Concerning the Memorandum on Liquidity Ratio Reporting Requirements**

Dear [Recipient Name],

This letter serves as formal notification regarding the recently issued Memorandum concerning the updated reporting requirements for Liquidity Ratios. Please be advised that these changes are effective as of [Insert Effective Date].

The Memorandum outlines the following key adjustments:

- Revised calculation methodologies for short-term liquid assets.
- New submission deadlines for monthly and quarterly liquidity reports.
- Updated reporting templates and digital submission protocols.
- Specific disclosure requirements for contingent funding sources.

All relevant departments are required to review the full Memorandum, which is attached to this notification, to ensure total compliance with the new regulatory standards. Failure to adhere to these reporting timelines may result in [Insert Penalty/Consequence].

Should you require any clarification regarding the technical aspects of these requirements, please contact the Compliance Department at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]