

Date: [Insert Date]

To: All [Insert Entity Type, e.g., Financial Institutions/Department Heads]

Subject: Policy Letter Enclosing the Memorandum on Liquidity Ratio Reporting Requirements

Dear [Insert Name/Title],

This policy letter serves as formal notification regarding the updated reporting standards for liquidity ratios. To ensure continued financial stability and regulatory compliance, the organization has refined the procedures and timelines for submitting liquidity data.

Attached to this letter is the formal Memorandum on Liquidity Ratio Reporting Requirements. This memorandum provides comprehensive details on:

- The specific liquidity metrics to be measured.
- The standardized reporting templates to be utilized.
- Submission deadlines and frequency (e.g., monthly, quarterly).
- The internal and external regulatory benchmarks required for compliance.

All relevant personnel are expected to review the enclosed memorandum immediately. The requirements outlined therein are effective as of [Insert Effective Date]. Failure to adhere to these reporting standards may result in [Insert Consequence, e.g., regulatory oversight or internal disciplinary action].

Should you have any questions regarding the technical aspects of these requirements, please contact the [Insert Department Name, e.g., Risk Management or Compliance Department] at [Insert Contact Information].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]

Enclosure: Memorandum on Liquidity Ratio Reporting Requirements