DATE: [Insert Date]

TO:
[Name of Department/Contact Person]
[Central Bank Name]
[Central Bank Address]

FROM:
[Institution Name]
[Institution License/Registry Number]
[Registered Address]

SUBJECT: Notification of Reserve Liquidity Shortfall

Dear [Sir/Madam],

This letter serves as formal notification that [Institution Name] has identified a shortfall in its required reserve liquidity position as of the close of business on [Date].

Details of Shortfall:

- **Required Reserve Amount:** [Currency/Amount]
- **Actual Liquidity Held:** [Currency/Amount]
- **Shortfall Amount:** [Currency/Amount]
- **Current Liquidity Ratio:** [Percentage]%

Reason for Shortfall:
[Briefly state cause, e.g., unexpected large deposit withdrawals, delay in settlement, or market volatility].

Remediation Plan:
We are taking the following immediate steps to restore our reserve requirements:

1. [Action 1, e.g., Liquidation of high-quality liquid assets]
2. [Action 2, e.g., Accessing interbank lending markets]
3. [Action 3, e.g., Capital injection or internal fund transfer]

We anticipate that our liquidity position will be fully compliant with regulatory requirements by [Expected Date].

We remain committed to maintaining financial stability and will provide updates as requested by the Central Bank.

Sincerely,

[Signature]
[Name of Authorized Signatory]
[Title/Position, e.g., Chief Risk Officer or Treasurer]
[Phone Number]
[Email Address]