[Company Name]
[Department/Treasury Unit]
[Address]
[City, State, Zip Code]
[Date]

TO: [Regulatory Authority / Board of Directors / Relevant Stakeholders]
FROM: [Chief Financial Officer / Treasurer Name]
SUBJECT: Notification of Liquidity Shortfall and Activation of Contingency Funding Plan (CFP)

Dear [Name/Committee],

This formal notification serves to advise that [Company Name] is currently experiencing a liquidity shortfall that has breached the established [Warning Level/Threshold] as defined in our internal Liquidity Risk Management Policy.

Current Situation:
As of [Time/Date], the current liquidity position is [Amount/Ratio]. This shortfall has been triggered by [Briefly state cause, e.g., unexpected deposit outflows, market disruption, or credit rating downgrade].

Activation of Contingency Funding Plan:
In accordance with our policy, we have officially activated Level [X] of the Contingency Funding Plan. The following immediate actions are being taken:

- Activation of the Crisis Management Team.
- Utilization of primary liquidity buffers including [Specific asset class or cash reserve].
- Accessing secondary funding lines via [Name of facility or central bank window].
- Suspension of non-essential capital expenditures and [Other specific cost-cutting measures].

Projected Outlook:
Based on our current stress testing models, we anticipate these measures will stabilize the liquidity position within [Number] business days. We will provide updates every [Number] hours until the breach is resolved and the recovery targets are met.

Please contact [Contact Name] at [Phone Number/Email] for immediate inquiries regarding this matter.

Sincerely,

[Signature]
[Printed Name]
[Title]