

Date: [Insert Date]

To:

[Recipient Name/Department]

[Correspondent Bank Name]

[Bank Address]

[City, Country]

Subject: Urgent: Notification of Settlement Shortfall - Account [Insert Account Number]

Dear [Contact Name or "Settlement Department"],

We are writing to formally notify you of a settlement shortfall identified in our [Insert Currency] account held with your institution.

As of [Insert Time and Time Zone] on [Insert Date], the account details are as follows:

- **Account Name:** [Insert Your Bank Name]
- **Account Number / IBAN:** [Insert Account Number]
- **Current Balance:** [Insert Amount and Currency]
- **Required Settlement Amount:** [Insert Amount and Currency]
- **Shortfall Amount:** [Insert Amount and Currency]

The shortfall is due to the following pending transaction(s):
[Insert Reference Numbers or Brief Description of Transactions]

To ensure the successful completion of these settlements and to avoid any potential interest charges or service interruptions, we are currently [choose one: arranging for a liquidity transfer / awaiting incoming funds from a third party]. We expect the account to be sufficiently funded by [Insert Estimated Time].

Please acknowledge receipt of this notification. If there are specific procedures or additional collateral requirements we must address immediately, please contact our Treasury Operations desk at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Bank Name]