

Date: [Insert Date]

To: [Insert Recipient Name/Department]

Organization: [Insert Institution Name]

Subject: URGENT: Intraday Liquidity Shortfall Alert

Dear [Insert Name],

This letter serves as an official notification regarding a projected intraday liquidity shortfall identified in your account/entity: **[Insert Account Number/Entity ID]**.

As of **[Insert Time and Time Zone]**, our monitoring systems indicate that your current liquid assets and expected inflows are insufficient to cover pending payment obligations and required regulatory reserves for the remainder of the business day.

Shortfall Details:

- **Current Available Balance:** [Insert Amount/Currency]
- **Total Pending Obligations:** [Insert Amount/Currency]
- **Estimated Shortfall:** [Insert Amount/Currency]

Required Action:

Please take immediate steps to address this deficit by implementing one or more of the following actions:

- Initiate an immediate funding transfer or wire deposit.
- Utilize pre-approved credit or liquidity facilities.
- Reprioritize or defer non-essential outgoing payments.
- Liquidate eligible collateral or short-term investments.

Failure to resolve this shortfall by **[Insert Cut-off Time]** may result in delayed payments, breach of liquidity ratios, or the imposition of penalty fees.

Please confirm receipt of this alert and provide an estimated time for resolution by contacting the Treasury Operations Desk at **[Insert Phone Number]** or **[Insert Email Address]**.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]