[Company Letterhead / Logo Placement]

[Date]
[Recipient Name/Department]
[Regulatory Authority Name]
[Address Line 1]
[Address Line 2]

**RE: Formal Notification of Regulatory Liquidity Shortfall**

Dear [Contact Name or Title],

Pursuant to [Insert Specific Regulation/Rule Number], [Company Name] is formally notifying [Regulatory Authority Name] that it has fallen below its minimum regulatory liquidity requirements as of [Date of Shortfall].

**1. Nature of the Shortfall**
The current [Liquidity Metric Name, e.g., Liquidity Coverage Ratio] is [Current Percentage/Value], which is below the required threshold of [Required Percentage/Value].

**2. Cause of the Shortfall**
The deficiency was primarily driven by [Provide brief explanation, e.g., unexpected market volatility, large deposit withdrawal, or operational error].

**3. Immediate Actions Taken**
[Company Name] has initiated the following steps to address the shortfall:
- [Action 1]
- [Action 2]
- [Action 3]

**4. Remediation Plan**
We anticipate returning to full regulatory compliance by [Estimated Date]. Our Liquidity Management Committee is monitoring the situation [Daily/Hourly].

We remain available to discuss this matter in further detail and will provide [Daily/Weekly] updates until the requirement is met.

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title, e.g., Chief Risk Officer / Chief Financial Officer]
[Company Name]
[Contact Phone Number]
[Contact Email Address]