

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Title]
[Department]
[Recipient Company Name]

Subject: Implementation of Turnaround Cash Flow Forecasting and Budgeting Protocols

Dear [Recipient Name],

As part of our ongoing corporate restructuring and turnaround strategy, we are implementing a rigorous cash flow forecasting and budgeting framework effective [Start Date]. This initiative is designed to stabilize liquidity, improve operational transparency, and ensure the long-term viability of the organization.

Under this new protocol, the following actions are required immediately:

- **Weekly Rolling Forecasts:** All departments must submit a 13-week rolling cash flow forecast every [Day of the week] by [Time]. This must include all anticipated receipts and disbursements.
- **Zero-Based Budgeting:** We are transitioning to a zero-based budgeting approach. Every expense must be justified for the new fiscal period, regardless of prior spending levels.
- **Expenditure Controls:** All non-essential capital expenditures are suspended. Any operational expense exceeding [Currency Amount] requires written approval from the [Restructuring Officer/CFO].
- **Variance Reporting:** A weekly variance analysis comparing actual performance against budgeted figures must be provided to the finance team.

Our primary objective is to preserve cash and optimize working capital. Your cooperation in providing accurate data and adhering to these strict budgetary constraints is essential for the success of this turnaround plan.

The finance team will schedule departmental briefings on [Date] to review the new reporting templates and answer any technical questions.

Thank you for your immediate attention to this critical matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role in Restructuring]