[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notice of Deficiencies in Combined Treasury and Cash Management Functions

Dear [Recipient Name],

Following a recent review of the organization's combined treasury and cash management operations, we have identified several critical deficiencies that require immediate corrective action. These gaps present risks to liquidity oversight, internal controls, and overall financial stability.

The specific areas of concern are outlined below:

- **Inadequate Segregation of Duties:** Lack of sufficient separation between the initiation of electronic fund transfers (EFTs) and the final approval/reconciliation process.
- **Inaccurate Cash Forecasting:** Significant variances between projected cash flows and actual daily balances, leading to inefficient use of working capital.
- **Weak Investment Oversight:** Absence of regular compliance monitoring regarding the approved investment policy and risk limits.
- **Untimely Reconciliations:** Delays in reconciling bank statements with the general ledger, hindering the identification of unauthorized transactions.
- **Systems Integration Gaps:** Manual data entry requirements between the bank portals and the accounting software, increasing the risk of clerical errors.

To mitigate these risks, we recommend the implementation of a formal remediation plan by [Deadline Date]. This plan should include updated standard operating procedures (SOPs), enhanced digital approval workflows, and the introduction of weekly liquidity stress testing.

Please provide a written response acknowledging these findings and detailing your proposed timeline for resolution by [Response Date].

Sincerely,

[Your Name]
[Your Title]
[Your Department]