

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

Subject: Advisory Regarding Short-Term Liquidity Constraints

Dear [Recipient Name],

This letter serves as a formal advisory regarding the current short-term liquidity position of [Company Name]. Due to [mention brief reason, e.g., unexpected market shifts, delayed receivables, or seasonal fluctuations], we are currently experiencing a temporary constraint on available cash flow.

Please be assured that our underlying business fundamentals remain strong. We are actively implementing the following measures to resolve this constraint:

- Acceleration of outstanding accounts receivable collections.
- Optimization of operational expenditures and discretionary spending.
- Review of short-term financing facilities and credit lines.
- Negotiation of extended payment terms with key strategic partners.

We anticipate that liquidity will return to normalized levels by [Expected Date]. During this period, we will prioritize essential obligations to ensure business continuity and minimize impact on core operations.

We are committed to maintaining transparency throughout this process. Our finance department will provide [Weekly/Bi-weekly] updates until this matter is resolved. If you have specific questions regarding upcoming disbursements or budgetary allocations, please contact [Contact Name] at [Phone/Email].

Thank you for your professional cooperation and continued support.

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]

[Company Name]