

# Liquidity Forecast for Operational Planning

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Liquidity Forecast for [Time Period]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing operational planning, we have prepared the liquidity forecast for the upcoming [insert time period, e.g., quarter, year]. This forecast will help us ensure that we maintain the necessary cash flow to meet our financial obligations and support our operational activities.

## Liquidity Forecast Overview

The following key assumptions have been made in our liquidity forecast:

- Projected revenue for the period is estimated at [insert amount].
- Expected expenses, including operational costs and capital expenditures, are forecasted at [insert amount].
- Anticipated cash inflows from operations and other sources are expected to total [insert amount].

## Monthly Liquidity Projection

Month	Opening Cash Balance	Expected Cash Inflows	Expected Cash Outflows	Closing Cash Balance
[Month 1]	[Amount]	[Amount]	[Amount]	[Amount]
[Month 2]	[Amount]	[Amount]	[Amount]	[Amount]
[Month 3]	[Amount]	[Amount]	[Amount]	[Amount]

We recommend reviewing this forecast regularly to adjust for any changes in operational requirements or market conditions. Please let me know if you have any questions or require further details.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]