

# Cash Reserve Policy Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Cash Reserve Policy

Dear [Recipient's Name],

We are writing to inform you about the recent updates to our Cash Reserve Policy, effective [Insert Effective Date]. These changes are implemented to enhance our financial stability and ensure we meet our operational needs efficiently.

- New cash reserve ratio of [Insert Ratio]%.
- Updated criteria for determining reserve requirements based on [Insert Criteria].
- Revised procedures for cash reserve assessments and reporting.

We believe that these updates will better position our organization to manage financial uncertainties and seize growth opportunities. Please review the updated policy document attached for more detailed information.

If you have any questions or concerns regarding these changes, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]