

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Fiscal Coordination Procedure

I hope this message finds you well.

I am writing to outline the fiscal coordination procedure that we will be implementing to enhance our financial management and ensure compliance with our organizational policies.

1. ****Objective:****

- To establish a streamlined approach for fiscal coordination across departments.

2. ****Procedures:****

- All financial reports must be submitted by the [specific deadline].
- Budget changes must be approved through [specific approval process].
- Regular meetings will be scheduled on a [weekly/monthly] basis to discuss fiscal matters.

3. ****Responsibilities:****

- [Title/Name] will oversee the implementation of the procedures.
- Departments are responsible for ensuring adherence to the set guidelines.

Please feel free to reach out if you have any questions or require further clarification on this procedure.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]