

TEMPLATE: Acknowledge Submission of Secondary Capital Plan

Date

Mr. John Doe
Chairperson
ABC Federal Credit Union
Address
City, State Zip

Dear Mr. Doe:

On [insert date], we received your Secondary Capital Plan submitted for our approval pursuant to Section 701.34(b) of the NCUA rules and regulations. We will respond to your request by [45 days from receipt date].

If you have any questions, please contact supervisory examiner [full name] or examiner [full name] at [phone number].

Sincerely,

[NAME]
Director of Supervision

[Office]/DOS/XXX:XX
FCU XXXXX-XX

cc: Jane Smith, CEO
SE Name
EX Name
SSA – State (if applicable)

bcc: FCU XXXXX
ARDP Name
Reading