

# TEMPLATE: Acknowledge Request for MBL Waiver

Date

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

Dear Mr. Doe:

We received your request for a member business loan waiver pursuant to Section 723 (x) of the NCUA rules and regulations on [date]. My staff is reviewing this matter, and we will respond to your request by [45 days from date of receipt].

Please contact examiner [examiner name] at [phone number] with any questions.

Sincerely,

[NAME]  
Regional Director

[Office]/[WRITER'S INITIALS]  
SSIC XXXX  
Charter #

cc: SE  
EX  
SSA (when applicable)