

# Template: Approve Change of Officials

Date

Ms. Jane Smith [Applicant]

Address

City, State Zip

Dear Ms. Smith:

Pursuant to Section 701.14 of the National Credit Union Administration rules and regulations, we reviewed the information sent to us regarding your participation with [name] Credit Union.

Based on the information available to us, we approve your serving on the [board of directors / as a committee member, etc.], of [name] Credit Union. Please contact examiner [examiner name] at [phone number] with any questions.

Sincerely,

[NAME]

Regional Director

[Office]/[WRITER'S INITIALS]

SSIC XXXX

Charter #

cc: [name], Board Chairperson

[name], CEO SE

EX

SSA (when applicable)