

Sample: Acknowledgement Letter for 60 Day Follow-up

Date

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

Dear Mr. Doe:

On [Date], I received your credit union's notification detailing an incident of unauthorized access to member information. *[Or, if notified by NCUA personnel: On [Date], I was notified of an instance of unauthorized access to member information by Examiner [Name].]* In particular, the notification stated [Brief description].

I understand your credit union has already taken certain corrective actions to address the situation. Given the nature of the incident, I have asked my staff to review the matter further and provide me their findings. NCUA staff will contact you if additional information is required to complete the review.

In the meantime, if you have any questions, please contact Examiner [Name] at [Phone number] *[and if a FISCO: or the SSA]*.

Sincerely,

[RD Name]
Regional Director

[OFFICE]/[WRITER'S INITIALS]/[LOG #]
FCU or FISCO [CHARTER #]-[SE and DISTRICT]

cc: CEO
ARD-P
SE
EX
[If a FISCO: SSA]