

# Template: LUA Cover Letter

Date

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

Dear Mr. Doe:

Enclosed is the fully executed Letter of Understanding and Agreement (LUA) signed by you and your board members on [Date]. I am very concerned about the serious problems and adverse trends facing your credit union. I encourage you to lead your board in taking the actions necessary to carry out the agreements in this LUA.

If you need any assistance or guidance in complying with the LUA, please contact examiner [examiner's name] at [phone number]. Examiner [examiner's name] will continue to visit your credit union and assess your progress.

Sincerely,

[NAME]  
Regional Director

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

cc: SE  
EX  
SSA (when applicable)

[separate page]  
bcc: File XXXXX-XXX  
Reading File  
Administrative Action Database File (Add New LUA)  
SA xxxxx