

# Template: Acknowledge Interim Application for Derivatives Authority

Date

SENT VIA [PREFERRED DELIVERY SERVICE] – SIGNATURE REQUIRED

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

Dear Mr. Doe:

I received your application for interim approval of derivatives authority for [CU NAME] on [date], and am writing to notify you that your application is currently being reviewed. We will contact you if we need additional information to complete your application, and estimate that the review may take up to 60 days.

If you have any questions, please contact Regional Capital Markets Specialist [RCMS Name] at [PHONE NUMBER].

Sincerely,

[DIRECTOR NAME]  
Director of Supervision

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

cc: E&I (Assigned SCMS)  
Field supervisor (supervisory examiner, national field supervisor, or Director of Special Actions)  
Field staff (district examiner, problem case officer, examiner, or specialized examiner)  
Assigned RCMS