

# Sample: Acknowledgement Letter for Deferred 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, and the cause of the breach has been remedied. I encourage your board of directors to continue monitoring the situation and take any additional corrective actions deemed necessary.

In addition, as part of our normal supervision program, my staff will plan to review your information security program and Gramm-Leach-Bliley Act compliance at your next examination *[or if a FISCO: my staff will plan to coordinate the review of your information security program and Gramm-Leach-Bliley Act compliance with the SSA during your next examination]*. 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]*