

# TEMPLATE: Approve Request to Redeem Secondary Capital

Date

First Last Name  
Board Chairperson  
Address  
City, State Zip

Dear Mr./Mrs. Name:

I have reviewed your credit union's request for secondary capital redemption for the amount of \$XX.XX that was received on [insert date]. The request and supporting documents meet the requirements of Section 701.34(d)(1) of the NCUA rules and regulations. As such, I approve your request to redeem \$[insert amount] in the prescribed amounts and over the time period stated in your request.

If you have any questions, please contact supervision analyst [insert name] at [phone number].

Sincerely,

[NAME]  
Regional Director

[Office]/DOS/XXX:XX  
FCU/SCU-XX

cc: Jane Smith, CEO  
SE  
EX  
SSA (when applicable)

bcc: FCU/SCU \*  
ARDP or ARDO  
Reading  
FU [Date] to SA [insert name]