

# Template: Acknowledge Request to Withdraw Application for Change of Officials

Date

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

Dear Mr. Doe:

On [date], we received your request to withdraw the Notice of Change in Official and Individual Application for Approval of Official form requesting approval of [name] to serve on the board of directors of ABC Federal Credit Union.

We have processed your request and you may consider this letter as notification of completion. Please contact examiner [examiner name] at [phone number] with any questions.

Sincerely,

[NAME]  
Regional Director

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

cc: SE  
EX  
SSA (when applicable)