

TEMPLATE: Respond to Incomplete Request for an MBL Waiver

Date

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

Dear Mr. Doe:

I reviewed your credit union's request for a member business loan limitation waiver pursuant to Section 723 (x) of the NCUA rules and regulations. Unfortunately, the documentation received on Month XX, 20XX is not sufficient for my staff to perform an adequate review and make an informed recommendation, and I cannot act on your request at this time.

Please submit the following information, in addition to the information previously received by this office, if you wish for us to reconsider your request:

- 1.
- 2.

As a reminder, your request cannot be processed until deemed complete. 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)