

Template: Draft CUSO Review Report Cover Letter to SSA

NOTE: Print on NCUA regional letterhead

Date

Mr. John Doe, Commissioner
SSA
Address
City, State Zip

Dear Mr. Doe:

I'm writing to request your review and feedback on the enclosed draft report which outlines the results of our recent joint review of [CUSO NAME]. We anticipate sending a finalized report to [CUSO NAME] by approximately [DATE].

Please provide any written comments by [date within 15 days of estimated receipt]; we will consider your feedback as we develop the final report. You can submit your feedback by email by writing to us at [REGIONAL MAILBOX], or you may respond by mail. If we do not receive a response by this date, we will assume you concur with the attached draft.

Thank you in advance for your contributions toward our mutual efforts to maintain a safe and sound credit union system. If you have any questions, please contact our Division of Supervision at [telephone number].

Sincerely,

[NAME]
Regional Director

IV/DOS/DS/JJ:VSB
SSIC 5060
FISCU #55555
Enclosure

cc: ARDP
Field supervisor (supervisory examiner, national field supervisor, or Director of Special Actions)
Field staff (district examiner, problem case officer, Examiner, or specialized examiner)