

Template: Acknowledge Notification of Unauthorized Access to Member Data

[DATE]

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

Dear Mr. Doe:

On [DATE], I received your letter detailing an occurrence of unauthorized access to member data. [IF NOTIFIED BY EXAMINER: On DATE, I was notified of an instance of unauthorized access to member data by EXAMINERNAME.] In particular, [BRIEFLY DESCRIBE INCIDENT].

I have asked supervisory examiner [NAME] to review this matter and provide me his/her findings. [SE NAME] will contact you to discuss the incident and determine what further action may be needed. Once the review is complete, I will provide you with my response no later than [30 DAYS].

If you have any questions in the interim, please contact the Division of Supervision at [PHONE NUMBER].

Sincerely,

[NAME]
Regional Director

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

cc: SE
EX