

Template: Acknowledge Notification of Readiness (Final Application for Derivatives Authority)

Date

SENT VIA [PREFERRED DELIVERY SERVICE] – SIGNATURE REQUIRED

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

Dear Mr. Doe:

I have received your notification of readiness on [date], indicating that [CU NAME] is requesting final approval of derivatives authority. Your application is currently being reviewed, and we estimate that the review may take up to 60 days [if following a previous interim approval] / 120 days [if this is a first-time application, with no previous interim approval].

We will contact you if we need additional information to complete our review. If we determine that an on-site visit is necessary as part of the review, we will contact you to coordinate as soon as possible.

If you have any questions, please contact your Regional Capital Markets Specialist [RCMS name] at [phone number].

Sincerely,

[DIRECTOR NAME]
Director of Supervision

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

cc: E&I (Assigned SCMS)
Field supervisor (supervisory examiner, national field supervisor, or Director of Special Actions)
Field staff (district examiner, problem case officer, examiner, or specialized examiner)
Assigned RCMS