

Template: Change of Officials Pre-Adverse Action Disclosure Letter

Date

Ms. Jane Smith [Applicant]
Address
City, State Zip

Dear Ms. Smith:

Pursuant to Section 212 of the Federal Credit Union Act and Parts 701.14 and 747 (Subpart J) of the National Credit Union Administration rules and regulations, we reviewed the information provided on your application to serve on the board of directors of [name] Credit Union.

As part of our review of your qualifications, we obtained a copy of your credit report. We have performed a preliminary review of the report and determined that information in it may contribute to a decision resulting in adverse action. This letter is our required pre-adverse action disclosure. We will notify you of final action on your application by [date].

Attached you will find a copy of your credit report and a copy of *A Summary of Your Rights Under the Fair Credit Reporting Act*. The contact information for the Experian Credit Reporting Agency who provided the credit report is:

Experian Credit Reporting Agency
Address
City, State Zip
(XXX) XXX-XXXX

Please contact the Division of Supervision at [phone number] if you have any questions.

Sincerely,

[NAME]
Regional Director

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

Note: Do not CC any other parties

[Separate page]
bcc: SE
EX