

# TEMPLATE: Respond to Incomplete Request for Loan Participation Limit 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 loan participation limitation waiver pursuant to Section 701.22(b)(5)(ii or iv) 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. Therefore, I cannot act on your request at this time.

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

- 1.
- 2.

As a reminder, your request cannot be processed until it has been completed. 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)