

Template: Respond to Incomplete Request for Occupancy Waiver

Date

SENT VIA [PREFERRED DELIVERY SERVICE] – SIGNATURE REQUIRED

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

Dear Mr. Doe:

We reviewed your request to waive the partial occupancy / disposal of abandoned property requirement established in §701.36 of NCUA rules and regulations and have determined that the documentation received on Month XX, 20XX is not sufficient to perform an adequate review and make an informed decision. Therefore, I must defer your request at this time.

If you would like me to reconsider your request, please submit the following information, in addition to the information previously received by this office:

1. ???
2. ???
3. ???
4. ???

Please contact examiner [examiner name] at [phone number] with any questions.

Sincerely,

[Regional Director Name]
Regional Director

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

cc: SE
EX
SSA (when applicable)