

Template: Draft CUSO Review Report Cover Letter to CUSO

NOTE: Print on NCUA letterhead

Date

Mr. John Doe, Board Chairperson
ABC CUSO
Address
City, State Zip

Dear Mr. Doe:

I'm writing to request your review and feedback on the enclosed draft report which outlines the results of our recent review of [CUSO NAME]. This review was completed by NCUA [and the state supervisory authority]; [Name], NCUA DE/PE or Specialist, was in charge of your recent review. We anticipate finalizing your report by approximately [DATE]; the report will have an effective date of [DATE].

Please carefully review the enclosed draft and provide any written comments by [date within 15 days of estimated receipt]; we will consider your feedback as we develop the final report. You can submit your feedback by email by writing to us at [REGIONAL MAILBOX], or you may respond by mail. If we do not receive a response by this date, we will assume you concur with the attached draft.

Once finalized, NCUA [and the state supervisory authority if applicable] will provide a copy of the report, including your responses, to the CUSO board and to any federally insured credit unions that have an ownership in or loan to your organization. Under no circumstances shall any recipient disclose or distribute this draft report. **If you receive a subpoena or other legal process requesting this report, please notify NCUA immediately.**

Thank you in advance for allowing us the opportunity to conduct this review and for your attention to the issues detailed in the enclosed report. If you have any questions about the enclosed draft, please contact our Division of Supervision at [phone number].

Sincerely,

[NAME]
Regional Director

IV/DOS/DS/JJ:VSB
SSIC 5060
FISCU #55555
Enclosure

cc: SSA
ARDP
Field supervisor (supervisory examiner, national field supervisor, or director of special actions)
Field staff (district examiner, problem case officer, Examiner, or specialized examiner)