

Template: Acknowledge Appeal of 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:

The NCUA board has received your appeal of DESCRIBE, which is being reviewed now. We will contact you if we need additional information, and will respond to your request as soon as possible.

If you have any questions, please contact examiner [examiner 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