

# TEMPLATE: Acknowledge Request to Redeem Secondary Capital

Date

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

Dear Mr. Doe:

On Date, we received your request to redeem \$XXXX in secondary capital from the US Treasury Department's Community Development Capital Initiative program. We will respond to your request by [45 days from receipt date].

If you have any questions, please contact supervisory examiner [Full Name] or examiner [Full Name] at [phone number].

Sincerely,

[NAME]  
Director of Supervision

[Office]/DOS/XXX:XX  
FCU XXXXX-XX

cc: Jane Smith, CEO  
SE Name  
EX Name

bcc: FCU XXXXX  
ARDP Name  
Reading