

TEMPLATE: Respond to Incomplete Proposed Secondary Capital Plan

Date

Sent Via – FEDERAL EXPRESS – Signature Required

Name
Board Chairperson
Address
City, State Zip

Dear Mr./Mrs. Name:

We reviewed your credit union's proposed Secondary Capital Plan and application received on [insert date]. The plan and supporting documents do not meet the requirements of Section 701.34 of the NCUA rules and regulations. The documentation 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. XX
2. XX
3. XX

If you have any questions, please contact supervision analyst [insert name] at [phone number].

Sincerely,

[NAME]
Regional Director

[OFFICE]/DOS/XXX:XX
FCU/SCU-XX

cc: Jane Smith, CEO
SE
EX
SSA (when applicable)