Date

Mr. John Doe

Board Chairperson

ABC Federal Credit Union

Address

City, State Zip

Dear Mr. Doe:

On [date], we received your request to withdraw the Notice of Change in Official and Individual Application for Approval of Official form requesting approval of [name] to serve on the board of directors of ABC Federal Credit Union.

We have processed your request and you may consider this letter as notification of completion. Please contact examiner [examiner name] at [phone number] with any questions.

Sincerely,

[NAME]

Regional Director

[Office]/[WRITER’S INITIALS]

SSIC XXXX

Charter #

cc: SE

EX

SSA (when applicable)