Date

Mr. John Doe

Board Chairperson

ABC Federal Credit Union

Address

City, State Zip

Dear Mr. Doe:

I reviewed your credit union's request for a member business loan limitation waiver pursuant to Section 723 (x) of the NCUA rules and regulations. Unfortunately, the documentation received on Month XX, 20XX is not sufficient for my staff to perform an adequate review and make an informed recommendation, and I cannot act on your request at this time.

Please submit the following information, in addition to the information previously received by this office, if you wish for us to reconsider your request:

As a reminder, your request cannot be processed until deemed complete. 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)