Date

Mr. John Doe

Chairperson

ABC Federal Credit Union

Address

City, State Zip

Dear Mr. Doe:

On [insert date], we received your Secondary Capital Plan submitted for our approval pursuant to Section 701.34(b) of the NCUA rules and regulations. 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

SSA – State (if applicable)

bcc: FCU XXXXX

ARDP Name

Reading