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