Date

First Last Name

Board Chairperson

Address

City, State Zip

Dear Mr./Mrs. Name:

I have reviewed your credit union’s request for secondary capital redemption for the amount of $XX.XX that was received on [insert date]. The request and supporting documents meet the requirements of Section 701.34(d)(1) of the NCUA rules and regulations. As such, I approve your request to redeem $[insert amount] in the prescribed amounts and over the time period stated in your request.

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)

bcc: FCU/SCU \*

ARDP or ARDO

Reading

FU [Date] to SA [insert name]