Date

Mr. John Doe

Board Chairperson

ABC Federal Credit Union

Address

City, State Zip

Dear Mr. Doe:

On [Date], I received your credit union’s notification detailing an incident of unauthorized access to member information. [*Or, if notified by NCUA personnel:* On [Date], I was notified of an instance of unauthorized access to member information by Examiner [Name].] In particular, the notification stated [Brief description]. *If resolved:* My staff informs me that you have taken appropriate corrective actions in response to the incident.

*If still ongoing:* I understand your credit union has already taken certain corrective actions to address the situation, and the cause of the breach has been remedied. I encourage your board of directors to continue monitoring the situation and take any additional corrective actions deemed necessary. In addition, please keep Examiner [Name] informed as to [List of items to be reported to field for supervision purposes, e.g. the receipt of certificates of destruction, the results of the forensic audit].

In addition, as part of our normal supervision program, my staff will plan to review your information security program and Gramm-Leach-Bliley Act compliance at your next examination [*or if a FISCU:* my staff will plan to coordinate the review of your information security program and Gramm-Leach-Bliley Act compliance with the SSA during your next examination]. In the meantime, if you have any questions, please contact Examiner [Name] at [Phone number] [*and if a FISCU:* or the SSA].

Sincerely,

[RD Name]

Regional Director

[OFFICE]/[WRITER’S INITIALS]/[LOG #]

FCU or FISCU [CHARTER #]-[SE and DISTRICT]

cc: CEO

ARD-P

SE

EX

*[If a FISCU: SSA]*