

Opening Date for Relocation of Main Office to Branch Site within the Same City, Town, or Village

Date

Licensing Manager, District
Comptroller of the Currency
Street Address
City, State, ZIP Code

Re: Opening Date for Relocation of Main Office, CAIS Control Number

Dear Licensing Manager:

This is to inform you that (name of bank and charter number) intends to change the location of our main office that is currently located at (street address, city, state, ZIP Code) to (street address, city, state, ZIP Code). The effective date of the relocation is (date).

We certify that the new location is an (approved/existing) branch location within the limits of the same city, town, or village, in which the main office is currently located.

Sincerely,

Signature

Name and Title