

## Spokesperson Designation

Date

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

Re: Application Description, CAIS Control Number

Dear Licensing Manager:

At the first meeting of the organizing directors of (name of proposed bank, in organization), we chose (name of individual and title) to receive all future correspondence from the Comptroller of the Currency. You can reach him/her at:

Address  
City, State, ZIP Code  
Telephone Number  
Fax Number

Sincerely,

Signature

Name and Title