

Main Office Relocation to Existing Branch Site within the Same City, Town, or Village

Date

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

Re: Notification of Main Office Relocation to Existing Branch Site, CAIS Control Number

Dear Licensing Manager:

This is to inform you that (name of bank and charter number) is relocating its main office currently at (street address, city, state, ZIP Code). The new location of the main office will be (street address, city, state, ZIP Code). The effective date of the relocation will be (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.

(If applicable) We intend to maintain our current main office as a branch. Accordingly, we have enclosed an application and filing fee for a branch to be located at the present address of the main office.

Sincerely,

Signature

Name and Title