

# Cover Letter for a Relocation Application

Date

Deputy Comptroller  
International Banking and Finance  
Comptroller of the Currency  
250 E Street, SW  
Washington, D.C. 20219

Dear Deputy Comptroller:

We request approval to relocate our (federal branch/limited federal branch/federal agency), license number \_\_\_\_\_, from (current location) to (proposed location). Our counsel has advised us that the relocation is not in contravention of applicable federal or state laws. **[If required]** A legal opinion is enclosed.

Legal notice of this application (is being/has been) published. A copy of the notice and newspaper certification (will be forwarded/is enclosed).

Enclosed is the relocation application and a check payable to the Office of the Comptroller of the Currency for the required application fee. Please contact (representative's name) at the address and telephone number listed in the application, if you have any questions about the enclosed application.

Sincerely,

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(Signature)

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(Typed name of foreign bank representative)

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(Typed title of foreign bank representative)

Enclosures