

Organization Completed

Date

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

Re: Application Description, CAIS Control Number

Dear Licensing Manager:

We have enclosed the completed Preopening Checklist for the organization of (*name of national bank*), (*city, state*). The organizing directors, bank management, and shareholders took actions indicated on the checklist. They also executed documents listed on the checklist.

(Insert one of the following sentences: We have provided the documents and listed policies to the supervisory office for review.

Or

These documents and listed policies will be available for review at our preopening examination.)

We also certify that the organizing bank has met (*will meet*) all of the standard and special requirements and special conditions included in our preliminary conditional approval letter.

[For charters sponsored by established holding companies accorded expedited review]

We propose to open on (*insert date*) and will await your acknowledgment of final approval, including branch approval (*if applicable*), before proceeding with the opening.

[For standard review]

We propose to open on (*insert date*). We request that you assign an examiner to conduct a preopening examination approximately three weeks before our desired opening date.

Sincerely,

-Signature-

Secretary of the Board

Enclosure: Preopening Checklist for Organizers