

## Memorandum Requesting Exam Fee Invoice

To: Bruce Halper, Team Leader-Revenue, Financial Management

From: *(Insert name), (Insert title)*

Subject: Conversion Examination Fee Invoice  
*(Insert Bank Name)*  
*(Insert City, State)*  
*(Insert CAIS Control Number)*

We have completed the conversion examination of the subject bank in connection with its application to convert to a national bank. We would appreciate you preparing an invoice (Form CC 6043-03) for the examination fee and forwarding it to me so I may submit the invoice to the bank for payment. The attachment provides the information necessary to process the invoice. If you need any additional information, contact me at *(insert phone number)*.

Attachment: Agreement to Pay Conversion Examination Fee