

Opening Date of Branch Office

Date

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

Re: Opening Date of Branch, CAIS Control Number

Dear Licensing Manager:

We intend to open on (date) the (type of branch) granted approval in your letter of (date). The popular name and address of the office are (popular name and address).

(If applicable) We have complied with the conditions contained in your approval as follows:

(List actions taken.)

Please issue the official authorization letter(s) for this (type of branch).

If you have any questions, please contact (name) at (telephone number).

Sincerely,

|Signature|

Name and Title