

Sample Customer Notice of Branch Closing

Date

Dear Bank Customer:

At (time) on (date), our (branch popular name) located (branch location) will close. All accounts currently maintained at this branch will be transferred to our branch at (branch popular name and branch location). Your accounts will be transferred automatically to the branch. No action by you will be necessary.

[Optional: Include information on the services offered at branch where the accounts have been transferred.]

[For interstate banks, the following paragraph should be inserted in the customer notice when the bank is closing a branch in a low- or moderate-income neighborhood.]

Any person wishing to comment on this proposed branch closing may file comments with the licensing manager at (address of district office). Comments should be received by the proposed closing date.

[Optional: If you have any questions, please call us at (telephone number). We look forward to serving your banking needs for years to come.]

Sincerely,

Signature

Name and Title