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Notice of Effective Date for Relocation

Date

Director for District Licensing
Northeastern District
Comptroller of the Currency
340 Madison Avenue, Fifth Floor
New York, New York 10173

Re: Effective Date for Relocation of (name of federal branch or agency)
OCC Control No.

Dear Director:

As required in your approval letter, dated _____, this is to inform you that
(name of federal branch or agency) will relocate from (address of present location)
to (address of approved location) effective (date).

We request that you issue the appropriate relocation authorization document(s). If
you have any questions, contact (name and telephone number).

Sincerely,

—Signature—

Name and Title