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# Notice of Standard Voluntary Liquidation

Date

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

Re: Standard Voluntary Liquidation

Dear Director:

*(Name of bank)* intends to liquidate voluntarily and close its *(federal branch/limited federal branch/federal agency)* license number \_\_\_\_\_ located at *(street address, city, county, and state)*. The proposed effective date for closing the office is \_\_\_\_\_.

Enclosed please find a senior management resolution formalizing the decision to liquidate and close the federal branch or agency. The resolution appoints, *(name)* at *(telephone number including area code)*, as liquidating agent and specifies the dollar amount of the bond posted for the liquidating agent in favor of *(the federal branch/limited federal branch/federal agency)* at *(amount)*, *(if applicable)*. Our liquidation plan is enclosed.

Public notice is being published in *(name and address of newspaper)* on *(list all dates for publication)*. A copy and certification of publication will be forwarded at the end of the publication period.

*(Name of bank)* hereby certifies that on the date liquidation begins, the federal branch's or agency's total assets will exceed its total liabilities, including contingent liabilities. If you have any questions, contact *(name)* at *(telephone number, including country and area code)*, or by e-mail at *(insert address)*.

Sincerely,

— Signature —

Name and Title

Enclosure