

## Opening Date of Branch Office

Date

Director for District Licensing  
Comptroller of the Currency  
Street Address  
City, State, Zip Code

Re: Opening Date of Branch, CAIS Control Number

Dear Director:

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, contact (name) at (telephone number or e-mail address).

Sincerely,

-Signature-

Name and Title