

# Main Office Relocation to Existing Branch Site within the Same City, Town, or Village

Date

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

Re: Notification of Main Office Relocation to Existing Branch Site, CAIS Control  
Number

Dear Director:

The (name of bank, charter number) is relocating its main office currently at (street address, city, state, ZIP Code). The new location of the main office will be (street address, city, state, ZIP Code). The effective date of the relocation will be (date).

We certify that the new location is an (approved, existing) branch location within the limits of the same city, town, or village in which the main office currently is located.

*(If applicable)* We intend to maintain our current main office as a branch. Accordingly, we have enclosed an application and filing fee for a branch to be located at the present address of the main office.

Sincerely,

-Signature-

Name and Title

Enclosures: Branch Application  
Filing Fee