

# **Opening Date for Relocation of Main Office to 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: Opening Date for Relocation of Main Office, CAIS Control Number

Dear Director:

(Name of bank, charter number) intends to change the location of our main office that is currently located at (street address, city, state, Zip Code) to (street address, city, state, ZIP Code). The effective date of the relocation is (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 is currently located.

Sincerely,

-Signature-

Name and Title