

# Organization Completed

Date

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

Re: Application Description, OCC Control Number

Dear Director:

We have enclosed the completed Preopening Checklist for the organization of (*name of national bank/Federal savings association*), (*city, state*). The organizing directors, management, and shareholders took actions indicated on the checklist. They also executed documents listed on the checklist.

**(Insert one of the following sentences:** We have provided the documents and listed policies to the supervisory office for review.

*Or*

These documents and listed policies will be available for review at our preopening examination.)

We also certify that the organizing national bank/Federal savings association has met (*will meet*) all of the standard and special requirements and special conditions included in our preliminary conditional approval letter.

**[For charters sponsored by established holding companies accorded expedited review]**

We propose to open on (*insert date*) and will await your acknowledgment of final approval, including branch approval (*if applicable*), before proceeding with the opening.

**[For standard review]**

We propose to open on (*insert date*). We request that you assign an examiner to conduct a preopening examination approximately three weeks before our desired opening date.

Sincerely,

-Signature-

Secretary of the Board

Enclosure: Preopening Checklist for Organizers