

# Customer Notice of Branch Closing

*Date*

*Name*

*Address*

*City, State, ZIP Code*

Dear Bank Customer:

At *(time)* on *(date)*, our *(branch popular name)* located *(branch location)* will close. All accounts currently maintained at this branch will be transferred to our branch at *(branch popular name and branch location)*. Your accounts will be transferred automatically to the branch. No action by you will be necessary.

[Optional: Include information on the services offered at branch where the accounts have been transferred.]

***[For interstate banks, the following paragraph should be inserted in the customer notice when the bank is closing a branch in a low- or moderate-income neighborhood.]***

Any person wishing to comment on this proposed branch closing may file comments with the director for district licensing at *(address of district office)*. Comments should be received by the proposed closing date.

[Optional: If you have any questions, call us at *(telephone number)*. We look forward to serving your banking needs for years to come.]

Sincerely,

-Signature-

*Name and Title*