

Notice of Effective Date for Relocation

Date

Director for District Licensing
Northeastern District
Comptroller of the Currency
340 Madison Avenue, Fifth Floor
New York, New York 10017-4613

Re: Effective Date for Relocation of (name of federal branch or agency)
 Control No.

Dear Director:

As required in your approval letter, dated _____, this is to inform you that
(*name of federal branch or agency*) will relocate from (*address of present location*)
to (*address of approved location*) effective (*date*).

We request that you issue the appropriate relocation authorization document(s). If
you have any questions, contact (*name and telephone number*).

Sincerely,

—Signature—

Name and Title