

## Information Request Letter

[OCC LOGO]

Date

Name of Acquiring Party  
Address  
City, State, ZIP Code

Re: Description of Notice, CAIS Control Number

Dear Mr. or Ms. (Name):

Your Notice of Change in Bank Control of a national bank, involving (bank's name), was received on (date). However, the notification lacks the required information listed as follows.

**[Provide specific list of missing information.]**

Provide the required information by (date).

When all required information is received, we will advise you of the date of receipt, the notice's technical completeness, and the earliest date that the change in bank control may be completed.

If you have questions, contact (name) at (telephone number and e-mail).

Sincerely,

—Signature—

Name and Title

cc: Official File