

Branch Closing Acknowledgment

Letterhead

Date

Name of Representative

Name of Bank

Street Address

City, State, Zip Code

Re: Acknowledgment of Branch Closing, CAIS Control Number

Dear Mr./Ms. (Name):

This acknowledges your advance/final notice dated (*insert date*) to close your branch office at (*exact location*), known as the (*popular name*), effective (*date*).

[For final notice]

The OCC's national bank branch records have been updated accordingly.

Sincerely,

-Signature-

Name and Title

cc: Official File
Congressional Liaison (if applicable)