

Branch Downgrade Acknowledgment

Letterhead

Date

Name of Representative

Name of Bank

Street Address

City, State, Zip Code

Re: Acknowledgment of Branch Downgrade, CAIS Control Number

Dear Mr./Ms.(*Name*):

This acknowledges your final branch closing notice to downgrade your full service facility at (*exact location*), known as the (*popular name*), to an ATM effective (*date*).

A new branch application and filing fee will be required, if you want to restore this ATM to a regular full service branch office.

Sincerely,

-Signature-

Name and Title

cc: Official File
Congressional Liaison (if applicable)