

Response to Public Request

Letterhead

Date

Name

Street Address

City, State, Zip Code

Re: Application Description, CAIS Control Number

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

Enclosed is the public portion of the application/notice you requested in your letter of *(insert date)*.

Please remit \$*(insert amount)* for the cost of research and reproduction. Your check should be made payable to the Comptroller of the Currency.

You should note that the period for public comments ends (or ended) on *(insert date)* and that comments will be considered through that date [*or, that comments on this application/notice are no longer being accepted*].

Sincerely,

-Signature-

Name and Title

cc: Applicant/Contact Person
Official File
Public File