

Branch Consolidation/Short-Distance Relocation Acknowledgment

Letterhead

Date

Name of Representative

Name of Bank

Street Address

City, State, Zip Code

Re: Acknowledgment of Branch Consolidation/Short-Distance Relocation, CAIS
Control Number

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

This acknowledges your final branch closing notice for the consolidation (or Short-Distance Relocation) of your branch office at *(exact location)*, known as the *(popular name)*, with your branch at *(exact location)*, known as the *(popular name)* effective *(date)*.

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

Sincerely,

-Signature-

Name and Title

cc: Official File
Congressional Liaison (if applicable)