

# Capital Decrease Acknowledgment Letter

[OCC LOGO]

Date

Name of Contact Person  
Name of Bank  
Address  
City, State, ZIP Code

Re: Application Description, CAIS Control Number

Dear Mr./Ms. (Name):

We are acknowledging receipt of your letter of notification (date), concerning the decrease of the bank's (common stock/preferred stock/surplus) account from \$ (amount) to \$ (amount), effective (date)\*, and capital surplus from \$ (amount) to \$ (amount).

*(If applicable)* This letter also confirms that the bank's capital category for purposes of 12 USC 1831o and 12 CFR 6 changed from (former capital category) to (new capital category) effective (date).\* The bank should change its legal lending limit calculation as of (date).\* In addition, all other statutory limits based on resulting capital changed on (date).

If you have any questions, contact (*name*) at (*telephone number*).

Sincerely,

—Signature—

Name and Title

cc: Official File

\*Use actual date of decrease.