

## Change of Address Notice

Date

Director for District Licensing  
Comptroller of the Currency  
Address  
City, State, ZIP Code

Subject: Change of Address, Charter Number (*insert*)

Dear Director:

The main office address (*or post office box*) of (*Bank Name* ) has been changed to (*street address, P.O. box, mail stop, department, address, city, state, ZIP Code*).

The physical location of the main office has not changed. The effective date of the change is (*insert date*).

Sincerely,

—Signature—

Name and Title