

Conversion Completion Acknowledgment

[OCC Logo]

Date

Name of Representative
Name of Institution
Address
City, State, ZIP Code

Re: Conversion Application
(Insert bank name and CAIS control number)

Dear Mr. or Mrs. *(Insert name)*:

The Comptroller of the Currency has reviewed and found no exception to the documents submitted by your institution to complete the conversion process.

Your charter certificate is enclosed. You are authorized to commence business on *(insert date)*.

Should you have any questions, contact *(insert name of ADC or portfolio manager)* at *(insert telephone number)*, who will be responsible for the ongoing supervision of your institution.

Sincerely,

- Signature -

(Insert name and title)

Enclosure(s)

cc: ADC or Portfolio Manager
Official File
Congressional Liaison *(if applicable)*