

Memorandum Requesting Exam Fee Invoice

To: Colette Baylson, Accounting Operations Manager, Financial Management

From: *(Insert name), (Insert title)*

Subject: Examination Fee Invoice
(Insert Bank Name)
(Insert City, State, ZIP Code)
(Insert CAIS Control Number)

We have completed the examination of the subject bank in connection with its application to *(convert to a national bank)*.

We would appreciate you preparing an invoice (Form CC 6043-03) for the examination fee and forwarding it to me so I may submit it to the bank for payment. The attachment provides the information necessary to process the invoice. If you need any additional information, contact me at *(insert phone number)*.

Attachment: Agreement to Pay Examination Fee