

Temporary Branch Authorization Letter

Date

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

Subject: Temporary Branch; CAIS Control No. (*insert*)

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

On [date], the Comptroller of the Currency (OCC) received your notice to establish a temporary branch on [date] at:

Branch Address

You represented that this branch will serve persons affected by (*insert the event that warrants a temporary emergency branch; for example, displaced by Hurricane Katrina*). We have assigned branch number (*insert number*) for this temporary branch. The temporary branch site is authorized for no more than six months from its opening date, at which time this authorization automatically terminates unless the OCC grants an extension.

An advance branch closing notice is not required when it is time for this temporary branch to close. Following the closing of the temporary branch office, you should submit a final closing notice to this office.

You should direct any questions to me at (*insert telephone number*), or email (*insert address*) and include the CAIS control number on any correspondence.

Sincerely,

—Signature—

Name and Title