Information Request

[OCC LOGO]

Date

Name Name of Bank Street Address City, State, Zip Code

Re: Application Description, CAIS Control Number

Dear Mr./Ms. (Name):

Your application was received on (*date*). However, the application lacks the following required information:

[Provide specific list of missing information]

Please provide the required information by (date).

Our review of your application will continue upon receipt of that information. If the information is not submitted by the requested date, we may consider the application abandoned, or we may deny the filing if processing under expedited review.

If you have any questions, please contact (name) at (telephone number) or (e-mail address).

Sincerely,

-Signature-

Name and Title

cc: Official File