

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 branch 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 (*or branch*) has not changed. The effective date of the change is (*insert date*).

Sincerely,

—Signature—

Name and Title