

Application Cover Letter (Federal Agency or Limited Federal Branch Conversion)

Date

Director for District Licensing
Northeastern District
Comptroller of the Currency
340 Madison Avenue, Fifth Floor
New York, New York 10017-4613

Dear Director:

We request approval to convert our [(*federal agency to a limited federal branch/ federal branch*)]/(*limited federal branch to a federal branch*)]. Our counsel has advised us that the proposed conversion is not in contravention of applicable federal and state laws. **[If a legal opinion is required]** A legal opinion is enclosed.

[For fiduciary powers] We request approval to exercise all permissible fiduciary powers. The proposed fiduciary powers are not in contravention of applicable laws, and we enclose opinion of counsel and cite applicable laws. Our proposed trust officer(s) will be (*name*). Enclosed is (*his/her*) background information, including educational and professional credentials, and employment history.

Enclosed is a check payable to the Office of the Comptroller of the Currency (OCC) for the application fee in accordance with the current annual "Notice of the Comptroller of the Currency Fees."

I hereby certify that the bank's board of directors, or a designated official, has authorized the filing of this application and that to the best of my knowledge, the information contained herein is true and complete. A copy of the authorization is attached. In addition, I agree to notify the OCC if the facts described in the filing change materially prior to receiving its decision or at any time prior to consummation of the change of status.

If you have any questions regarding this filing, contact (*name, address, city, state, ZIP Code*) at (*telephone and facsimile numbers, including area or country code*), or by e-mail at (*insert address*).

Sincerely,

- Signature -

Typed Name and Title
(*President or authorized officer*)

Enclosures