

Cover Letter for a Change in Control

Date

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

Dear Director:

This is to notify you of a change in control involving *(name of foreign bank)*, which operates *(name of federal branch/limited federal branch/agency)*. **Provide an explanation of the change in control transaction** This change in control *(took/will take)* place on *(date)*.

We include a copy of a notice to the Board of Governors of the Federal Reserve System of change in ownership or control under 12 CFR 211.24(a)(4). We understand the OCC may request supplemental information as deemed appropriate. If you have any questions, contact *(name)* at *(telephone and facsimile numbers)* or by e-mail at *(insert address)*.

Sincerely,

—Signature—

Name and Title

Enclosure