

Letter Forwarding Examination Fee Invoice

[OCC Logo]

Date

Name of Representative
Name of Bank
Address
City, State ZIP Code

Re: Conversion Application
(*Insert CAIS Control Number*)

Dear Mr. or Ms. (*Insert name*):

The Comptroller of the Currency (OCC) has completed the conversion examination of (*insert name of institution*) as discussed in our letter to you dated (*insert date*). This letter encloses the invoice for the examination.

Our National Bank Examiners spent (*insert number*) total hours conducting the examination. The OCC does not charge for time spent in travel to the site or time spent analyzing information in an offsite location. In addition, the OCC does not charge for the first 20 hours onsite because it considers a brief onsite visit in connection with an application to be routine, not warranting a special charge. Therefore, we have reduced the number of hours accordingly and are enclosing an invoice for (\$ *insert amount*), the cost of (*insert number*) hours at (\$ *insert amount*) per hour.

Your payment should be mailed within two weeks to the post office box on the enclosed invoice. A photocopy of the payment for our application file should be faxed to (*insert fax number*).

If you have any questions, you may reach me at (*insert telephone number*).

Sincerely,

—Signature—

(*Insert name and title*)

Enclosure: Invoice