

```
<div>
  <p>Sincerely,</p>
  <br>
  <p>[Handwritten Signature]</p>
  <br>
  <p><strong>[Officer Name]</strong><br>
  [Job Title, e.g., Branch Manager]<br>
  [Department Name]<br>
  [Bank Name]<br>
  [NMLS ID Number, if applicable]</p>

  <p>
  [Phone Number]<br>
  [Email Address]<br>
  [Office Address]
  </p>
</div>
```