

[Regulatory Body Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Title]  
[Institution Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Feedback on Application for New Branch Establishment - [Application Reference Number]**

Dear [Recipient Name],

Thank you for your application dated [Date of Application] requesting regulatory approval to open a new branch located at [Proposed Branch Address].

After a comprehensive review of the submitted documentation and feasibility study, we are pleased to inform you that your application has been [**Approved / Provisionally Approved / Declined**].

Please find our specific feedback and requirements below:

- **Operational Compliance:** [Insert feedback regarding staffing, security, or infrastructure].
- **Financial Review:** [Insert feedback regarding capital requirements or budget projections].
- **Regulatory Conditions:** [Insert any specific conditions that must be met before opening].

Next Steps: [Insert required actions, such as final inspection dates or submission of additional permits].

Should you have any questions regarding this feedback, please contact our licensing department at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Sender Name]  
[Title]  
[Regulatory Body Name]