

(Date of Letter)

(Name of Bank)

(Attn: Executive Vice President)

(Street Address)

(City, State and Zip Code)

RE: Request for Meeting

Dear Vice President:

At this time the undersigned respectfully requests a meeting of certain bank personnel relative to (reason meeting is requested). The individuals who should be present, on behalf of the bank, at this meeting are:

(identify the individuals with whom the meeting is requested). As you may realize this meeting is essential in order for certain issues to be resolved for the mutual interest of all parties, including your institution and the undersigned. Kindly indicate by either letter or phone to the undersigned, at the address and/or phone number listed, the time and place of meeting dates. It is suggested that several dates and times be provided due to potential scheduling conflicts. Thank you for your courtesies.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.