

Copy from

Sherry Christie the Writer

Date: October 31, 2002
Client: American National Bank
Job: Branch Closing Letter
Job#: 1968
File: Branch Closing Letter

Dear <CUSTOMER NAME>:

In order to keep giving you the excellent service you expect, it's sometimes necessary to make tough decisions. That's why, after a great deal of consideration, we're advising you that the American National Bank location inside Rainbow Foods at 8800 Lakeview Parkway will close in 30 days.

By closing this in-store location, we will be able to dedicate more of our resources to serving you in a comfortable full-service environment. As you probably know, we have four other locations in Rowlett, including one just a block away at 9802 Lakeview Parkway. Our relationship bankers are there to serve you every weekday, with additional drive-thru hours on Saturdays as well as a 24-hour drive-thru ATM.

The ANB location at Rainbow Foods will close on [DATE]. If you currently do your banking there, be assured that nothing about your accounts will change. You're always welcome at any of our 26 other branches (many with Saturday hours), and will continue to enjoy round-the-clock access to your accounts at our free ATMs, by phone, or online.

If you have any questions, please call us at 1-800-837-6584. Our relationship with you is very important to us, and we apologize in advance if this decision causes you any inconvenience. Our goal, as always, is to ensure the highest standard of service wherever you see the ANB sign.

Sincerely,

<NAME>

<TITLE>