



**State of North Carolina**  
**OFFICE OF THE COMMISSIONER OF BANKS**

**MICHAEL F. EASLEY**  
**GOVERNOR**

**JOSEPH A. SMITH, JR.**  
**COMMISSIONER OF BANKS**

Date

Contact Name  
Company Name  
Address  
City, NC Zip

Re: Examination of (Name of company including dba if applicable)  
(License number)

Dear (Contact Name):

An examination of XXX OFFICE is scheduled to begin sometime within the next to weeks. We will be contacting you within this time to make arrangements for our arrival. Enclosed with this letter is information and documents that need to be assembled and completed prior to the examination.

We encourage you to send items that can be e-mailed or faxed prior to the examiner's visit to the attention of Karen Brinkley at [kbrinkley@nccob.org](mailto:kbrinkley@nccob.org) . If you have any questions or would like clarification on any of the above, please call Karen B. Brinkley, Financial Program Manager, Mortgage Division at (919) 715-6938. Thank you in advance for your assistance and cooperation.

Failure to respond could result in suspension, revocation, refusal to renew a license and or civil penalties up to \$10,000 for each violation as governed by section 53-243.12 of the Mortgage Lending Act.

Sincerely,

Charlie Fields, Jr.  
Acting Director, Mortgage Division

REO/lb  
Enclosures