**ANNEX E. BTr Transmittal Letter of Disapproval**

DD MONTH YEAR

**NAME OF ADDRESSEE**

Agency

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Greetings from BTr Regional Office \_\_\_.

We regret to inform you that your request for authority to open a <type of account> with the <Bank/Bank Branch> has been disapproved by this office for the reason/s:

 Incomplete/unsigned BTr Form 1 and/or supporting documents

 Signatories to the account is/are without a valid Fidelity Bond Coverage

 Lack of sufficient legal basis or legal authority to open Account

 Others (pls. specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Except if the disapproval is for lack of sufficient legal basis/purpose, we encourage your office to comply with the afore-mentioned discrepancy/ies immediately.

Rest assured that we shall be more than happy to assist you in getting your request

approved on time.

For your proper guidance and compliance hereof.

Thank you.

Very truly yours,

**NAME OF REGIONAL DIRECTOR**

Regional Director

Attention:

The Branch Manager

Name of AGDB/AGSB

Name of AGDB/AGSB Branch

Address