

## SAMPLE LETTER OF INTENT

Date:

Linda Levy  
Chief Executive Officer  
Lower East Side People's Federal Credit Union (LES People's FCU)  
37 Avenue B  
New York, NY 10009

Dear Linda,

This letter is to express [your organization] intent to become a membership organization (SPG) of LES People's FCU. [Your organization] anticipates a potential membership of #\_\_ \_\_\_\_\_ [state if these are employees, members, and/or volunteers of organization] in LES People's FCU.

[Your organization] is located [\_\_\_\_\_] miles from the LES People's FCU.

[Brief description of your organization]

Along with this letter of intent, I am also enclosing the bylaws of our organization for your records. Should you have any questions or need additional information, please contact [organization's contact person].

Thank you for your time.

Sincerely,