



P R E M I E RSM
FEDERAL CREDIT UNION

Sample Letter

The National Credit Union Administration (NCUA) requires certain information about your organization before your group is approved for credit union membership. This information should be in letter form **on your company's letterhead paper** and directed to the President/CEO of Premier Federal Credit Union. You may return this, and the attached "Company Profile", in the enclosed, postage paid envelope. **Please use this sample letter as a guideline. If you have more than one location, please contact us at 336.379.3531 for additional details on how to add them to this request.**

Date

Lori Thompson, President/CEO
Premier Federal Credit Union
PO Box 26590
Greensboro, NC 27415-6590

Dear Mrs. Thompson:

On behalf of the employees at **ABC Company**, I would like to request that Premier Federal Credit Union avail to our company its services.

ABC Company is a **(description)** company which currently employs **X** employees. Our office is located at **PHYSICAL ADDRESS (including City, State, and Zip Code)** which is **XX** miles from the nearest Premier Federal Credit Union office or Shared Branch Center.

Presently, we do not have access to any other credit union, but would like to offer the benefits of credit union membership to our employees and their immediate family members. In discussing this benefit with our employees, we received positive feedback and a strong interest in joining. Our management and staff are ready to provide assistance in promoting the credit union through new employee orientation. In addition, we will provide Premier Federal Credit Union an opportunity to conduct an introduction presentation to our staff after the approval process is complete. Lastly, we would also be willing to place brochures in our break room to help make our employees aware of your services.

If you need any additional information, please let me know so that we may expedite our membership process.

Sincerely,

Authorized Official
Title of Authorized Official