# Sample Letter – (on your company letterhead)

Current Date

David Welden

Chairman, Board of Directors

Peach State Federal Credit Union

1505 Lakes Parkway, Suite 100

Lawrenceville, GA 30043

Dear Mr. Welden:

On behalf of XXXXXX, located at XXXXX, we hereby request affiliation with Peach State Federal Credit Union.

Currently we have (number) employees and we are not affiliated with any other credit union. We are located approximately XXX miles from your (name of nearest branch location) office.

Upon your Board’s acceptance and the National Credit Union Administration’s approval, we will continue to support the credit union with payroll deduction and direct deposit. We would like marketing materials to be distributed to all of our students and employees including notification of special offers, holiday hours and educational events, along with working cooperatively with credit union personnel to provide this valuable benefit.

If there are any questions, please feel free to contact me at (Insert Contact Number).

Sincerely,