

SAMPLE LETTER

YOUR COMPANY OR ORGANIZATION LETTERHEAD

Your Street, Anytown, XY 00000 * Phone (000) 000-0000 Fax (000) 000-0000

Ms. Terri Lannon
Executive Vice President/Chief of Staff
Sun East Federal Credit Union
P.O. Box 2231
Aston, Pa 19014

Dear Ms.Lannon,

We are requesting membership in Sun East Federal Credit Union.

We are _____.
(full name of organization)

We are requesting membership for our employees located at

_____,
(Address of organization)

with a total number of _____employees/members. We are located

approximately_____miles from your _____branch.

(Aston/Concordville/Chichester/Nottingham/Upper Darby)

Please forward this request to the National Credit Union Administration (NCUA) for the necessary approvals. Thank you for your cooperation in this matter.

Sincerely,

Name

Title

Phone and E-mail address

Signature

Date