

**SAMPLE REQUEST LETTER**  
**Please Print on Company / Organization Letter Head**

Date

Ms. Ayoka Duncan  
VP Marketing  
MembersFirst Credit Union  
P.O. Box 33189  
Decatur, GA 30033-0189

Dear Ms. Duncan:

On behalf of (Name of Organization), I formally request consideration to join the field of membership of MembersFirst Credit Union and request that MembersFirst provide full financial services for employees of (Name of Organization) as we have no credit union available to us.

(Name of Organization) was established (Number) years ago. We currently have (number) employees who work in (Number) of offices located in (County name).  
**Please provide a brief description of your business and what it does.**

Our office(s) is/are located at:

**State office address(es) and number of employees at each office. Please indicate also which is the main office.**

*If your company is a member of an association please mention the name of the association.*

(Name, Title) will act as liaison between our company and the credit union. Our company will provide payroll deduction for all services as well as direct deposit.

Based upon the foregoing, we request that this application be reviewed as early as possible for approval to join the field of membership of MembersFirst Credit Union.

Sincerely

(Name)  
Title of authorized party



*Our Vision, Our Goal, Our Promise.*