



SAMPLE LETTER REQUESTING MEMBERSHIP

(Current Date)

Dear **(Insert name of relevant contact)**,

As **(Insert your TITLE)** of **(Insert your COMPANY NAME)**, I am requesting that we be accepted as a sponsor group of the Tobyhanna Army Depot Federal Credit Union.

Our office is located approximately **(Insert NUMBER OF MILES)** from the (pick closest branch **Scranton/East Stroudsburg/Tobyhanna**) branch of the Tobyhanna Army Depot Federal Credit Union.

Our employees are paid **(weekly, bi-weekly, semi-monthly or other)**. We are aware of your goal to get as many of our employees as possible to benefit from credit union membership and we will work together to meet that goal. Currently we have **(Insert total number of employees)** employees that are to be considered in utilizing the services of the credit union.

Thank you for your consideration of our request.

Sincerely,

(Your SIGNATURE)

(Your NAME & TITLE)

Letter should be on your company letterhead and sent to me to be forwarded to the National Credit Union Association for consideration to be included in our field of membership.