

**\* Sample Letter \***

**To offer Credit Union Services, please retype on your company  
letterhead and fax to (601) 664 – 6689.**

( COMPANY LETTERHEAD)

Mississippi Telco FCU  
PO Box 97997  
409 Riverwind Drive  
Pearl, MS 39288

Dear Board Chairman:

Please accept this letter as (COMPANY NAME) official letter requesting membership in your credit union for our employees. (COMPANY NAME) is located at (COMPANY ADDRESS) which is approximately (\_\_) miles from the Mississippi Telco Federal Credit Union office. We currently have (\_\_) employees.

We do not currently offer our employees credit union services as a group. We will promote Mississippi Telco Federal Credit Union as a fringe benefit to our employees.

Thank You,

\_\_\_\_\_  
(AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
(TITLE)