

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

Date

Sheilah Montgomery  
President/CEO  
315 Auburn Avenue NE  
Atlanta, GA 30303

Dear Mrs. Montgomery

:

On behalf of **(Name of your Organization)**, I formally request consideration to join the field of membership of 1<sup>st</sup> Choice Credit Union and request that 1<sup>st</sup> Choice Credit provide full financial services for employees of **(Name of your Organization)** as we have no credit union available to us.

**(Name of your 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 and ACH 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 1<sup>st</sup> Choice Credit Union.

Sincerely

**(Name)**

**Title of authorized party**