

Sample Letter of Request

(Printed on Association/Organization letterhead)

month day, year

Vicki O'Neill
President, ACMG Federal Credit Union
1753 Milton Avenue
Solvay, NY 13209

Dear Mrs. O'Neill,

Please accept this letter as formal application for credit union service from ACMG Federal Credit Union. Coverage would include **<Association/Organization Name>**, its employees, members, volunteers, & eligible family members.

<Association/Organization Name> is located at **<Address, City, State, Zip Code>** which is located approximately **<distance>** miles from your **<Branch Name>** branch office.

<Association/Organization Name> currently serves **<number>** individuals within the service area of your credit union. We do not presently have the human or financial resources necessary to create our own credit union.

Upon membership approval, **<Association/Organization Name>** will also appoint a representative who will act as credit union liaison to notify employees, members and volunteers, of ACMG Federal Credit Union events, promotions and other credit union related matters.

We appreciate your consideration of our request to become a member group of ACMG Federal Credit Union & look forward to a favorable response in the near future.

Sincerely,

<Signature>

<First & Last Name>

<Title within organization>