



GROUP MEMBERSHIP REQUEST SAMPLE LETTER

Please complete and retype this sample request on your company's letterhead. Then mail to Foothill Federal Credit Union at the address below. Thank you.

Date

Foothill Credit Union
Business Development & Community Relations Department
P.O. Box 660130
Arcadia, CA 91066-0130

We request sponsorship of Foothill Credit Union. Presently this company is (is not) served by another credit union.

(Company name)_____ is a (description of business)_____
_____. We have been in business since _____.

We currently employ (#)_____ on staff.

Our office(s) is/are located in (city/cities and state)_____.

Our employees would have convenient access to Foothill Federal Credit Union, which is approximately _____ miles from (company name)_____.

We are able to participate in payroll deduction for our staff. All employees are paid from one location at the main office.

Please expedite our request for partnership with Foothill Federal Credit Union.

Sincerely

(Signature of Authorized Official)
(Title)