

To receive approval from the National Credit Union Association, your request letter must be printed on your letterhead. It must also contain the following items:

1. Name of Association
2. Year established
3. Type of Industry
4. Number of Employees
5. Physical Address of your association
6. Miles to your nearest Keesler Federal Credit Union branch
7. Address and County of your closest Keesler Federal Credit Union branch

For your convenience, I have provided a sample for you. Please feel free to use this one or create your own!

SAMPLE REQUEST LETTER FOR ASSOCIATIONS (Use Your Association Letterhead)

Please include a copy of your current association bylaws or other equivalent organizational documents since you would be joining as an association.

Date

Keesler Federal Credit Union
ATTN: Carol Lucas
Community Development Manager
13083A Seaway Road
Gulfport MS 39503

Dear Ms. Lucas:

Please accept this letter as a request to join the field of membership with Keesler Federal Credit Union from (1. your association name) which was established in (2. year established). We are involved in the (3. Type of industry) industry and currently have a combined total of (4. # of members) members. Our association office is located at (5. Physical address) (6. number of miles) from your (7. Closest branch office) Hattiesburg branch office located at 201 Methodist Boulevard, Hattiesburg MS 39402 in Lamar County Mississippi.

We believe that providing credit union services to our members would enhance their membership benefits. Your favorable consideration of this request for membership will be greatly appreciated.

Sincerely,

(Signature and Title of Official)