

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. Business Name
2. Year Opened
3. Type of Industry
4. Number of Employees
5. Physical Address of your office
6. Miles to your nearest Keesler Federal Credit Union branch
7. Address and County of your closest Keesler Federal Credit Union branch
8. Complete Physical addresses of your business locations

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 CORPORATE OFFICE AFFILIATION (Use Your Company Letterhead)

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 for affiliation with Keesler Federal Credit Union from (1. your business name) which was established in (2. year opened). We are involved in the (3. Type of industry) industry and employ (4. # of employees) people. They are paid from, work in or are supervised from our corporate office located at (5. address of corporate office). This office is located (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.

Our business locations include the following physical addresses:
(8. List all physical locations: Name, street address, city, state, Zip)

We believe that providing credit union services to our employees would enhance our employee benefit package and assist our employees in increasing their financial well-being.

Your favorable consideration of this request for membership will be greatly appreciated.

Sincerely, (Signature and Title of Official)