

**SAMPLE LETTER FOR GROUPS OF
3000 OR LESS PERSONS
MORE THAN 25 MILES FROM AN AFCU BRANCH**

Date

AFCU Membership Development Coordinator
Arkansas Federal Credit Union
P.O. Box 9
Jacksonville, AR 72078-0009

Dear AFCU:

(Company name) is very interested in the services offered by Arkansas Federal Credit Union for our employees. The ownership and management of **(Company name)** see this as an opportunity to improve the quality of the benefits for our employees.

We now have **(number of employees)** employees with our company and we have the following locations: **(list company location addresses)** and our annual payroll is approximately **(amount in dollars)**.

Our headquarters is **(number of miles)** miles from the nearest branch of Arkansas Federal Credit Union. We do not see this distance as a problem for our employees as they are accustomed to traveling to the central Arkansas area for services not available in our community such as shopping, medical services, and entertainment.

If you have further information, please do not hesitate to contact me.

Sincerely,

(Your Company's Representative)