

**SAMPLE LETTER FOR GROUPS OF  
3000 OR LESS PERSONS  
WITHIN 25 MILES OF 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. The ownership and management of **(Company Name)** see this as an opportunity to improve the quality of the benefits for our employees.

We have **(number of employees)** employees with our company and we have the following locations **(list company location addresses)**. Our headquarters is **(number of miles)** from the nearest branch of Arkansas Federal Credit Union and our annual payroll is approximately **(amount in dollars)**.

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

Sincerely,

**(Your Company's Representative)**