

**SAMPLE LETTER FOR GROUPS OF
3000 OR LESS PERSONS
WITHIN 25 MILES OF AN AFCU BRANCH
MUST BE COMPLETED ON COMPANY LETTERHEAD**

Date

<Business Development Officer>
Arkansas Federal Credit Union
P.O. Box 9
Jacksonville, AR 72078-0009

Dear <Business Development Officer>:

(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)** 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.

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

Sincerely,

(Your Company's Representative)