

SAMPLE LETTER OF INTENT

SUBMITTED ON COMPANY LETTERHEAD

Date_____

Gene Novello
President/CEO
Tech Credit Union
10110 Randolph Street
Crown Point, IN 46307

Dear Sir,

On behalf of the management and employees of **(company name)**, I am submitting this request to be added to the field of membership of Tech Credit Union. Our organization has been in the **(business activity)** business for **(# years)** and currently employs **(# of employees)** potential credit union members. **(Company name) (is/is not)** currently in the field of membership of another credit union.

This request is to include the employees working at the following addresses:

(List address of each facility)

Sincerely,

(Signature)

Name typed
Title