

Sample Letter – on company letterhead

*(Current Date)*

Brian Vittek  
President/CEO  
Destinations Credit Union  
8767 Satyr Hill Road  
Baltimore, MD 21234

Dear Mr. Vittek:

As \_\_\_\_\_ (*title*) of \_\_\_\_\_ (*company or group*), I am requesting that we be accepted as a sponsor group of Destinations Credit Union.

We are located approximately \_\_\_\_\_ miles from Destinations Federal Credit Union. We have (*insert number*) employees (*or group members*) at this location at the present time.

If our employees (or group members) request to have electronic payments sent to the credit union, we agree to honor those requests via an electronic format (ACH) each pay period.

Thank you for your consideration of our request.

Sincerely,

Name  
Title