

Date

Board of Directors Cypress West Federal Credit Union 943 El Camino Real South
San Francisco, CA 94080

Ladies and Gentlemen:

The employees of (company name), located in (city), (state) are hereby
requesting your cooperation and consideration in allowing them to
join your field of membership.

Our group is currently comprised of (# of employees). We have location(s) in
(city), (state). (Please list all locations or attach a separate sheet) and have been in
business since

(year). We are in the (type) business.

Our group is approximately _____ miles from Cypress West Federal
Credit Union's nearest service
facility.

We do not have the expertise nor time necessary in forming our own credit
union. This is why we seek this partnership. Additionally, at this time, we have
(*name of* or *No* credit union) available to us.

We will consider, if not already providing payroll deduction and /or ACH
Direct Deposit and will support Cypress West Federal Credit Union in its
efforts to market services to our employees.

For reasons mentioned above, we would appreciate your consideration in
requesting of your agency, approval for our employees to join Cypress
West Federal Credit Union.

Sincerely,

Officer of Company Title