**Sample Email From DSC to Stanford Credit Union**

Email: personalbankers@sfcu.org and Assignee’s Email address

Dear (Assignee Name),

I wanted to introduce you to the Personal Bankers at the Stanford Federal Credit Union.  They can assist you with opening a bank account before you arrive in the US and can also help with a credit card. Please see the information below.

Personal Bankers – Please note that (Assignee Name) will be working for ABC Company in location.

Kind Regards,

 