

SAMPLE FORMAT OF LETTER REQUESTING MEMBERSHIP WITH OUR CREDIT UNION

(Company Letterhead)

Date

Service 1st Federal Credit Union
Ms. Karen P. Wood
Vice President of Community Relations
1419 Montour Blvd
PO BOX 159
Danville, PA 17821-9122

Dear Ms Wood:

____ (*Name of Business or Organization*) would like to become a member of Service 1st Federal Credit Union. We would also like to make membership available to our employees. We, therefore, request our group be added to your field of membership.

The nature of our business is (*describe business or purpose of organization*). We currently employ ____ people and are located approximately ____ miles from the nearest Service 1st office.

I look forward to a prompt response and the beginning of a mutually beneficial relationship.

Sincerely,