

*SAMPLE FORMAT OF LETTER REQUESTING MEMBERSHIP WITH OUR CREDIT UNION*

(Company Letterhead)

Date

Service 1st Federal Credit Union  
Mr. David Shope  
Assistant Vice President of Business Development  
1985 Montour Blvd  
PO BOX 159  
Danville, PA 17821-9122

Dear Mr. Shope:

      (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,