

Sample Letter to Request Credit Union Service

To be reproduced on **your** company's letterhead
Use if your company has 2,999 or fewer employees.

Month Day, Year

Carlo Cestra, President/CEO
Digital Federal Credit Union
220 Donald Lynch Boulevard
Marlborough, MA 01752

RE: Request for Credit Union Service

Dear Mr. Cestra:

We are requesting that *{Company Name}* and the employees of *{Company Name}* working in **or paid from** *{town, state}* be added to your field of membership.

{Company Name} is *{description of company}*. We employ a total of *{number of employees}* employees.

We are not currently served by another credit union and there are DCU facilities within *{actual # of miles}* miles from our *{town, state}* location.

{Company Name} will regularly promote the benefits of credit union membership with our current employees and make future employees aware that credit union membership is available to them.

Our Human Resources Director *{Name of Human Resources Director}* can be contacted at *{phone number}* or by email at *{email address}*.

Very truly yours,

-signature of authorized representative-

Your Name, President/CEO
{Company Name}