

**Sample Letter to Request Credit Union Service**

To be reproduced on **your** company's letterhead

*Use if your company has 2,999 employees or fewer employees.*

Month Day, Year

James Regan, President/CEO  
**Digital Federal Credit Union**  
220 Donald Lynch Boulevard  
Marlborough, MA 01752

RE: Request for Credit Union Service

Dear Mr. Regan:

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}*