
Date

Name of Company

Address

City, State, Zip Code

Dear Mrs. King,

I am writing for the employees of _____ (name of company) to request we be added to the field of membership of Harvest Federal Credit Union.

We currently have no credit union membership available to the _____ (number of employees) employees of our company. Our principal office is located approximately _____ miles from your office on Licking View Drive.

Our primary business is _____ (type of business) and we have been in operation since _____ (year the business began).

Please let us know as soon as we have been approved so our employees can begin using the services of Harvest Federal Credit Union.

Sincerely,

Signature

Print Name & Title

Phone Number