

\_\_\_\_\_  
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