

Sample Request Letter

Submit on Company Letterhead

Date:

South Bay Credit Union
Jennifer Oliver, CEO
312 N. Pacific Coast Hwy.
Redondo Beach, CA 90277

Dear Mrs. Oliver:

Please accept this letter as a formal request on behalf of **Company Name** to make available the benefits of South Bay Credit Union membership to our **(organization or company)** and its employees.

Our **(organization or company)** is situated within **XX** miles of your nearest credit union service facility. We would like to extend credit union benefits to the **(number)** employees who are paid out of or supervised from or headquartered at **(specify location)** or work in **(specify geographic area)**.

We look forward to working with you to finalize plans to make credit union membership available to our employees and appreciate the opportunity afforded us to provide credit union benefits.

Sincerely,

Signature
Authorized Representative