

# **ABC Systems Company**

*Creating Systems for Companies for more than 100 Years*

Your Street, Anytown, PA, 18000

Phone 717-999-0000 Fax 717-999-1111

## **(Current Date)**

Sue DeStephano  
President/CEO  
First Capital Federal Credit Union  
1601 Kenneth Road  
PO Box 7746  
York, PA 17404

Dear Mrs. DeStephano:

As **(Insert your TITLE)** of **(Insert your COMPANY NAME)**, I am requesting that we be accepted as a Preferred Business Partner of First Capital Federal Credit Union. This business specializes in **(Insert TYPE OF BUSINESS)**.

Our office is located approximately **(Insert NUMBER OF MILES)** from the First Capital Federal Credit Union office. We have **(Insert NUMBER OF EMPLOYEES)** at the present time.

Our employees are paid **(Insert WEEKLY, BI-WEEKLY, SEMI-MONTHLY or OTHER)**. We are aware of your goal to get as many of our employees as possible to benefit from credit union membership and we will work together to meet that goal.

Thank you for your consideration of our request.

Sincerely,

**(Your Signature)**  
**(Your Name)**  
**(Your Title)**

**SAMPLE LETTER**