

COMPANY LETTERHEAD

DATE

Sue DeStephano
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 select employee group of First Capital Federal Credit Union.

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, SEMIMONTHLY 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)