

SAMPLE LETTER

To be typed on company letterhead

Date

Mrs. Rhonda Linzy
President/CEO
Bayou Federal Credit Union
P.O. Box 65159
Baton Rouge, LA 70896

Re: Membership in Bayou Federal Credit Union

Dear Mrs. Linzy:

I am writing this letter to express the desire of (Name of company) to be included within the field of membership of Bayou Federal Credit Union. We are headquartered in (city and state).

(Name of company) was established in (year). Today we employ ___ individuals at our facility located at (street address, city, state, zip code). This facility is less than ___ miles from Bayou Federal's branch office located at (insert branch location closest to your company: 5880 Florida Blvd. in Baton Rouge, La; 8601 Summa Ave. in Baton Rouge, LA; or 505 Guilbeau Road in Lafayette, LA), and our employees will find this location to be very convenient to them.

Please consider our request as expeditiously as possible so that our employees may have access to credit union services.

Sincerely,

Name
Title