

(Your Company Letterhead)

(Date)

Tri-Co Federal Credit Union  
1240 Sussex Turnpike  
Randolph, New Jersey 07869  
Attn: Mr. Michael R. Prettyman,  
President and CEO

Dear Mr. Prettyman:

(Name of Company) located in (Name of city, etc.) hereby requests that Tri-Co Federal Credit Union provide financial services to our employees and their families. Credit union services are not currently available to these individuals.

(Name of Company) currently employs (Number of employees) individuals. We are located approximately \_\_\_ miles from your nearest service facility.

We look forward to an early and favorable reply to this request. If, in the meantime, you have any questions or need additional information, please feel free to contact me directly.

Very Truly Yours,

(Name and title)