**[insert date]**

Mr. Henry Molina

Vice President of Business Development

Lafayette Federal Credit Union

2701 Tower Oaks Boulevard

Rockville, MD 20852

Dear Mr. Molina,

As a result of my discussions with you, I would like to request the inclusion of the employees of **[name of company]** into Lafayette Federal Credit Union’s field of membership.

As requested, I am providing to you the information concerning the location of the office(s) requesting membership eligibility and number of direct-hire employees assigned to that office:

* Our office is located at **[insert physical address of company]** which is approximately **[# of miles]** (driving) from the credit union’s nearest branch office location. **[If there are additional office locations, please include their addresses as well.]**
* We currently have **[# of employees]** direct-hire employees at this location. **[If there are other office locations, please include the number of direct-hire employees at each location.]** Our payroll processor **[does or does not]** have the capability to provide direct deposit for all of our employees should they wish to choose this option;
* **[Insert name, title and phone number of contact person at your organization]** will serve at the contact person to assist LFCU in its efforts to provide our employees with information/education about their credit union membership eligibility.

If you need any additional information, please don’t hesitate to contact me at **[insert your phone number].** I look forward to a favorable response in the near future.

Sincerely,

**[insert name]**

**[insert title]**