

[Company Letterhead with Full Address]

[Date]

Board of Directors  
HEW Federal Credit Union  
400 N. Columbus Street  
Alexandria, Virginia 22314  
Attn: Lisa Ferguson

Dear HEWFCU Board of Directors:

This is an official request from the employees and family Members of [Your Company], [Address], be included in the HEW Federal Credit Union field of membership.

It is our desire to affiliate with HEW Federal Credit Union due to the convenience of their headquarters and ATM locations; and most importantly for the financial services that the Credit Union can offer to our employees. At the present time, our organization is not affiliated with any other credit union.

Presently, our company has [fill in number] (X) employees. The nature of our business is Automotive Sales and Service.

If you should need additional information, please contact me at [fill in number].

We look forward to hearing from you and beginning a successful business relationship.

Sincerely,

[Company Officer, President or CEO]