

# Request for Credit Letter Template

James Regan, President/CEO  
Digital Federal Credit Union  
220 Donald Lynch Boulevard  
Marlborough, MA 01752

RE: Request for Credit Union Service

Dear Mr. Regan,

I am writing this letter to express the desire of [Company Name and the employees of Company Name] to be included within the fields of membership of Digital Federal Credit Union (DCU). Although we are a national company, only those employees who work in or are paid from [Company Name] headquarters in [City, State] and [City, State (if needed)] are seeking to receive credit union services from DCU.

[Company Name] was established in 19xx (or 20xx), [Company Name] is [description of company]. Today we employ [#] individuals at our headquarters in [city]. These employees work in [#] separate locations, which are broken down as follows: [#] in [City, State] and [#] in [City, State]. Each of these locations are within a reasonable proximity of a DCU branch location- actual # of miles.

We are interested in joining the field of membership of DCU for several reasons which will be discussed at length below.

## Other Credit Union Services

**[Company Name]**, as a group, is not entitled to receive credit union services from any other credit union.

**[Company Name]**, urges you to act on our request quickly so that our employees will have the access to credit union services they want and need.

Our Human Resources Director **[Name of Human Resources Director]** can be contacted at **[Phone Number]** or by email at **[email address]**.

Very truly yours,

**[Signature of Authorized representative]**

Your Name, President/CEO  
[Company Name]