

Use this sample letters as a guide for your letter of application.

## Be Sure to Include:

- Your company or organization's interest in becoming a member group at Fort Financial Credit Union.
- The number of full-time and part-time employees.
- Distance from your facility to our closest branch/shared branch.
- Envelope is sent to the attention of the Business Development Officer.

### (ON YOUR LETTERHEAD)

Date

Board of Directors  
Fort Financial Credit Union  
3102 Spring Street  
Fort Wayne, IN 46808

Attention: Board of Directors

(ABC Company/Organization) is asking that Fort Financial Credit Union serve as our credit union. At (ABC Company/Organization) we have (number of employees/members) and (tell us a little about what your company/organization does). Your office at (Fort Financial CU location/shared branch street address, City and State) which is approximately (distance in blocks, miles, etc.) from our facility at (your street address, City and State), will be convenient for our (employees/members) to use.

The competitive rates and fees on your products will give our (employees/members) advantages they can only receive at a credit union. With several ways to access their accounts, such as: shared branches, CU@HOME (online banking), Online Bill Pay, PAL (Phone Answer Line), and your Visa Debit Card (ATM), our (employees/members) can utilize your credit union from virtually anywhere, anytime.

Thank you for your attention to our request.  
Sincerely,

(Signed by an authorized agent or officer of your company)

**(ON ENVELOPE PLEASE SEND TO THE ATTENTION  
OF BUSINESS DEVELOPMENT OFFICER)**