

*Signed Letter must be on company/organization's letterhead or include your company/organization's name, address, telephone number, and title of person requesting service.
Please replace the bold text in brackets with your company's information.*

[Organization name or Logo]

[Address]

[City, State, Zip]

[Telephone number]

[Email Address]

[Date]

MC Federal Credit Union
Attn: SEG Relationship Team
390 Walnut St
Danville, PA 17821

To Whom It May Concern,

[Name of Organization] would like to be considered for field of membership into MC Federal Credit Union. We feel that your services would be a great benefit for our company and its employees.

The nature of our business is **[Describe business]**. We currently employ _____ people and are located approximately **[#]** miles from your **[Danville, Bloomsburg, Lewisburg, Mount Carmel]** branch. We may be interested in opening a business account with the credit union at a later date.

We look forward to a prompt response and the beginning of a mutually beneficial relationship.

Sincerely,

[NAME, TITLE]

[Organization Name]