

*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,

The **[Name of Organization]** located at **[Organization's Address]** is requesting credit union services through MC Federal Credit Union.

As a **[Type of Organization]** we do not have the ability to operate a financial institution or the facility to house a credit union, and therefore would like to join your credit union to be able to access your services. We currently have _____ voting members and _____ employees.

We are located approximately **[#]** miles from your **[Danville, Bloomsburg, Lewisburg, Mount Carmel, Berwick]** branch located at **[Branch Address]**.

Our members are looking forward to the ability to become members of your credit union. We may be interested in opening a business account with the credit union at a later date.

Thank you for your prompt attention to this request. We look forward to utilizing your services.

Sincerely,

[Authorized Persons' Name, Title]

[Association's Name]

Enc. Bylaws
Verification of TIN