Please print on your organization’s letterhead

(Date)

Blake Lyons

Vice President, Marketing

Randolph-Brooks Federal Credit Union

P.O. Box 2097

Universal City, TX 78148-2097

Dear Mr. Lyons,

We would like to request that **(Your company or organization name here)** be included in the field of membership of Randolph-Brooks Federal Credit Union. We would like for our employees who work in, are paid or supervised from **(City,State),** to be able to enjoy the benefits of belonging to your credit union.

At present, we have **(Number of full/part-time employees/members here)**, and are located approximately **(Number of miles here)** miles from your **(Closest branch name here)** branch.

Sincerely,

(Your name)

(Title)