

Date

Board of Directors
Library of Congress Federal Credit Union
8100 Professional Place, Suite 308
Hyattsville, MD 20785

Dear Members of the Board:

As **your title** of **organization or company name**, located in **city & state**, I would like to have the services of Library of Congress Federal Credit Union available to **organization or company name**, (**Tax-Id Number**), and all of its employees that either work from or are paid from or are supervised from this office. This location is **"X" miles** from the **Washington or Hyattsville** office of the Library of Congress Federal Credit Union.

The nature of our business is that of **Type of Business** and we currently employ **# of employees** in full-time and part-time positions. We agree to be supportive of the credit union when possible through payroll deduction/direct deposit, payroll inserts, bulletin board flyers and company newsletters.

The formation of our own credit union would not be practical for our group. We do not have the desire, volunteers or the resources to support the operations of a credit union. I believe that an expansion of your current field of membership to include our employees and their family members will be mutually beneficial to all parties concerned.

Sincerely,