

[Name of Company]
[Company Address]
[City], [State] [Zip]
[Date]

Board of Directors
c/o Business Services Department
Sandia Laboratory Federal Credit Union
P.O. Box 23040
Albuquerque, NM 87192

Dear SLFCU Board of Directors:

We are writing today to inform you of [Name of Company]'s desire to join the field of membership of Sandia Laboratory Federal Credit Union so that we can offer credit union membership as a benefit to our employees.

We have [Number of employees] employees in our [Location] office. Our office is located approximately [Number of miles from branch] miles from an SLFCU office, the nearest being [Name & address of SLFCU Branch].

[Name of Company] is looking forward to partnering with SLFCU to communicate the availability and benefits of credit union membership to its employees. Communication may include payroll inserts, staff meeting presentations, enrollment sessions, and/or other activities mutually agreed upon by [Name of Company] and SLFCU. Your primary contact and liaison will be [Name of Contact], who can be reached at [Contact's phone number and email address].

Sincerely yours,

[Name of official signing letter]
[Signer's title]