

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

[Date]

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

Dear Sunward Board of Directors:

We are writing today to inform you of [Name of Company]'s desire to join the field of membership of Sunward 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 a Sunward office, the nearest being [Name of Sunward Branch].

**[NOTE: If your branch is further than 50mi from a Sunward branch, the nearest facility will be a shared branching location]**

[Name of Company] is looking forward to partnering with Sunward 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 Sunward. Your primary contact and liaison will be [Name of Contact], [Title of Contact], who can be reached at [Contact's phone number] or [Contact's email address].

Sincerely yours,

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