

**Insert letterhead here**

**Insert date here**

N.F.G. #2 Federal Credit Union  
Attn: Gerald P. Bost  
1303 Pennsylvania Avenue, West  
Warren, PA 16365

Dear Jerry,

In order to provide the additional benefit of Credit Union service to our employees, please consider this letter as an application for membership with N.F.G. #2 Federal Credit Union. The following information will assist with the application process

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Distance from our company to your office:** \_\_\_\_\_

**Number of employees:** \_\_\_\_\_

**Our Company does not currently offer Credit Union membership to our employees:** Yes    No    (Please circle one).

Respectfully yours,  
[Company official signature]