



## SAMPLE LETTER OF REQUEST

Date

Business Development  
South Jersey Federal Credit Union  
PO Box 5530  
Deptford, NJ 08096

Dear Business Development Representative,

Our organization (name) is requesting membership in South Jersey Federal Credit Union. We are located at (provide full address and number of locations) and have a total of \_\_\_\_ members (or \_\_\_\_ full-time and \_\_\_\_ part time employees.) Our membership/employee base is made up of (administrators, business owners, clerical, etc.)

Our organization/company is in the business of (describe your business) and we have been in existence for \_\_\_\_ years. Our organization/company (name) is located approximately \_\_\_\_ miles from South Jersey Federal Credit Union's branch in (location of branch.)

Please forward our request for necessary approval.

Sincerely,

Authorized Representative Signature  
Authorized Representative Printed Name & Title