

Sample Cover Letter

Please Provide on Your Company Letterhead

Date

Marcy Wink, Marketing Assistant
Riverfront Federal Credit Union
430 South 4th Street
Reading, PA 19602-2698

Dear Riverfront:

Our company/organization would like to become a Business Affiliate of Riverfront Federal Credit Union.

We understand that by becoming a Business Affiliate we are in no way bound with any fiduciary responsibility and can terminate our relationship with Riverfront at any time.

Sincerely,

(name)
(title)
(company)