

Sample Cover Letter

Please Provide on Your Company Letterhead

Date

Jane Kennedy, Marketing Director
Riverfront Federal Credit Union
430 South 4th Street
Reading, PA 19602-2698

Dear Riverfront:

Our company/organization would like to be included in Riverfront Federal Credit Union's field of membership. We have <<number>> employees, and are located at <<address>> which is approximately <<number>> miles from Riverfront's office.

We understand Riverfront will forward our letter and application to the National Credit Union Administration (NCUA) for approval. We further understand that Riverfront will notify us promptly after receiving approval of their charter amendment by NCUA.

Sincerely,

(name)
(title)
(company)