

Date

Charles Partain  
Evansville Teachers Federal Credit Union  
P.O. Box 5129  
Evansville, IN 47716-5129

Dear Mr. Partain:

Please accept this letter of interest to include *(Company Name)\** and its employees within the field of membership of Evansville Teachers Federal Credit Union. *(Company Name)* currently has *(number)* employees, and our company is located within *(number)* miles of the credit union's *(Branch Name)*. *(Include a brief description of your company's products/services.)*

We look forward to providing our employees with the added benefit of credit union membership. Please call me if you need further information.

Sincerely,

– *signature of authorized representative* –

*(Name)*

*(Title)*