

(Insert Date Here)

Painesville Credit Union
Attn: Lori Guzzi
280 N St Clair St
Painesville, OH 44077

Dear Mrs. Guzzi,

Please consider this letter as our request to be added to Painesville Credit Unions select employee group.

The nature of our business is (please insert nature of business). Currently we employ (number of employees here) people that may possibly be interested in the benefits of membership. We will make direct deposit and or payroll deduction available to our employees to promote your servicing of their financial needs.

We are not associated with any other credit union and to the best of my knowledge do not fall within the field of membership for any other credit union. We are located in Lake County and approximately (insert distance) from your main office in Painesville.

I look forward to your prompt response and scheduling an on-site visit to begin a productive relationship between us.

Sincerely,

Your Signature Here

Your Title Here