

**Sample letter requesting inclusion of your organization in
Emory Alliance Credit U's Field of Membership**

(Must be printed out on your Corporation/Organization's Letterhead)

Date

Emory Alliance Credit Union
1237 Clarimont Road
Decatur, Georgia 30030

To Whom It May Concern:

On behalf of **(Corporation or Organization Name)**, I formally request consideration to join Emory Alliance Credit Union's field of membership.

(Corporation / Organization Name) was established **(number)** years ago. We currently have **(number)** employees working in **(number)** offices located in **(County name)**. **(Provide a brief description of your business and what it does)**. The Emory Alliance Credit Union branches are conveniently located for our employees.

Our office locations are:

(Please list office address and number of employees at each office. Indicate which is your main office).

(Name, title) will act as liaison between our company and the credit union. Our company will provide payroll deduction services as well as direct deposit. Our payroll coordinator is **(name)**, who will work with payroll allocations at EACU.

We request that this application be reviewed as early as possible for approval to join EACU's field of membership.

Sincerely,

(Name)

(Title – must be President, CEO, or other Authorized Party)