

Letter to be completed and printed on your company letterhead

Request for Membership at Tobyhanna Federal Credit Union

Date: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Website Address: _____

As the _____ (insert title) of _____
(insert business name), I am requesting that we be accepted as a Select Employee {Business} Group
(SEG) of the Tobyhanna Federal Credit Union.

Our main office (where employees are paid from) is located approximately _____ miles from the
East Stroudsburg/ Scranton/ Tobyhanna/ Wilkes-Barre (circle one) branch of the Tobyhanna
Federal Credit Union. We currently have _____ location(s). All employees are paid through the
main/each (circle one) location.

Our employees are paid **weekly/ bi-weekly/ semi-monthly/ monthly/ other (circle one)**.

We are aware your goal to get as many of our employees as possible to benefit from credit union
membership and we will work together to meet that goal. Currently we have _____ employees/members
eligible to utilize the services of the credit union.

Thank you for your consideration of our request.

Sincerely,

Signature

Print Name & Title

Email Address