

Your Organization Letterhead

Date

Dorene Gregory
Marketing & Business Development Manager
Merck Sharp & Dohme Federal Credit Union
335 W. Butler Ave, P.O. Box 127
Chalfont, PA 18914

Dear Dorene:

With this letter, we are requesting that **(name of organization)** be added to Merck Sharp & Dohme Federal Credit Union's field of membership. We do not have a local credit union available to us at this time.

We have **(# employees/members)** at our **(location)**. Our **(employees/members)** would best be served by Merck Sharp & Dohme Federal Credit Union because it is in close proximity to our office, approximately **(give the approximate distance from an MSDFCU branch location)**.

We would like to come on board to the credit union as soon as possible and hope to hear a favorable response from your federal regulator.

Sincerely,

Contact name

Title