

Heritage Trust Federal Credit Union  
Attn: Business Development  
200 Marymeade Dr.  
Summerville, SC 29483

Dear Heritage Trust Federal Credit Union:

This is an official request from the employees and family Members of [ ], [ ], to be included in the Heritage Trust Federal Credit Union field of membership.

It is our desire to affiliate with Heritage Trust Federal Credit Union due to the convenience of their headquarters and ATM locations; and most importantly for the financial services that the Credit Union can offer to our employees. At this present time, our organization is not affiliated with any other credit union.

Presently, our company has [ ] employees. The nature of our business is [ ]. If you should need additional information, please contact me at [ ].

We look forward to hearing from you and beginning a successful business relationship.

Sincerely,

[ ]