

Today's Date

Mr. Jason Petzel
Southwest Airlines Federal Credit Union
2430 Shorecrest
Dallas, Texas 75235

Mr. Petzel,

(Your company name) would like to express our interest in joining your field of membership. We are located at (your address) and we (a brief description of your business). We are approximately # miles from Southwest Airlines Federal Credit Union's branch office. Currently we have # employees. We would like to offer the benefit of becoming members of SWACU to our present and future employees.

Thank you for taking the time to consider (your company name) as one of your potential members. We look forward to hearing from you on this matter. If you have any questions please call me at (phone number).

Sincerely,

Name
Job Title