Name of Company

Street Adress

City, state, and zip code

Phone Number

Lisa Wescoat, Executive Director of Marketing
NSWC Federal Credit Union
9622 Jefferson Davis Highway
Fredericksburg, VA 22407

Dear Mrs. Wescoat:

I am writing this letter to express the desire of Name of Company to be included within the field of membership of NSWC Federal Credit Union.

Name of Company was established in Year Established. Today we employ Number Employed individuals in our office which is located at Company Street Address in City/County, Virginia and is approximately Number of miles miles from your office.

Name of Company requests that you approve our group membership so that our employees will have the access to credit union services.

Sincerely,

Signature

Name: Printed name of person signing
Title: Title of person signing

When calculating mileage, please use the address for the NSWC Federal Credit Union location nearest to you. Our addresses are as follows:

2004 Augustine Ave., Fredericksburg, VA
9622 Jefferson Davis Highway, Fredericksburg, VA
5472 James Madison Pkwy, King George, VA
17442 Dahlgren Rd., Dahlgren, VA

Once your letter is received, our Executive Director of Marketing will submit your request for membership to the NCUA (National Credit Union Administration) and to our Board of Directors. A decision is usually granted within the same month your letter is received.

If you have any questions, feel free to contact me at: (540) 413-3916, or via email at: Stephanie.Lyles@nswcfcu.org

Sincerely,

Stephanie Lyles
Community Relations Officer
NSWC Federal Credit Union