

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Branch Manager
DBS Bank

[Branch Address]
[City, State, Zip Code]

Subject: Letter of Amendment

Dear [Branch Manager's Name],

I am writing to formally request an amendment to my [type of account or loan] with DBS Bank, account number [insert account number].

Details of the amendment requested are as follows:

- Current Terms: [List current terms]
- Requested Terms: [List requested terms]

I appreciate your assistance in this matter and would like to discuss any necessary documents or processes involved in processing this amendment.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]