

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

DBS Bank

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

Dear [Loan Officer's Name],

Subject: Loan Application

I am writing to formally apply for a [type of loan, e.g., personal loan, home loan, etc.] with DBS Bank. I am seeking a loan amount of [insert amount] to [brief description of purpose, e.g., purchase a home, consolidate debt, etc.].

I have been a customer of DBS Bank for [insert duration], and I have consistently maintained a good banking relationship. My monthly income is [insert income], and I have a stable employment status as a [your occupation] at [employer's name].

Attached to this letter are my financial documents, including [list supporting documents, e.g., pay slips, bank statements, identification, etc.], to assist in the processing of my application.

I appreciate your consideration of my loan application and am looking forward to your prompt response. Should you require any further information, please do not hesitate to contact me at [phone number] or via email at [email address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]