

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

[Recipient's Name]

UOB Branch Name

[Branch Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Account Upgrade

I hope this letter finds you well. I am writing to formally request an upgrade for my existing UOB account, [Account Number], which I have been maintaining since [Date of Account Opening].

I would like to upgrade my account to [Specify the type of account you wish to upgrade to, e.g., UOB One Account, UOB Stash Account, etc.], as I believe it will better meet my financial needs and provide enhanced benefits.

I have attached the necessary documents to support my application, including [List any required documents, e.g., identification, proof of income, address verification, etc.].

Please let me know if there are any additional steps I need to take or if further information is required to process my application. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]