

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

Branch Manager

UOB [Branch Name]

[Branch Address]

[City, State, Zip Code]

Dear Branch Manager,

Subject: Application for Business Account

I am writing to apply for a business account with UOB. I am the owner of [Your Company Name], which is engaged in [brief description of business activities].

We are looking for a reliable banking partner to support our financial needs as we expand our operations. After researching various banks, we believe that UOB offers the services and support that align with our goals.

Please find attached the required documents for the application process, including:

1. Business registration certificates
2. Identification documents of directors
3. Company profile and financial statements
4. Any other supporting documents

I appreciate your attention to this application and look forward to your favorable response. Please feel free to contact me if you need any additional information.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Registration Number]