

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

UOB Personal Loan Department
United Overseas Bank
[Bank Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Personal Loan

I am writing to formally apply for a personal loan with UOB. I am interested in obtaining a loan of [amount] for the purpose of [state purpose, e.g., home renovation, medical expenses, etc.].

I am currently employed at [Your Employer] as a [Your Job Title], and my monthly income is [Your Monthly Income]. I have been a UOB customer for [number of years] years and have maintained a good banking relationship during this time.

Enclosed with this letter are the necessary documents required for your assessment, including:

1. Copy of my identification (NRIC/Passport)
2. Latest payslips for [number of months] months
3. Bank statements for the past [number of months] months
4. [Any other documents required]

I kindly request you to consider my application and look forward to your prompt response. Should you require further information, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]