

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

Customer Service

UOB [Branch Name]

[Branch Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Account Opening

I am writing to formally request the opening of a new account with UOB.

Below are my details for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- National Identification Number/Passport Number: [Your ID/Passport Number]
- Address: [Your Permanent Address]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]

I would like to open the following type of account: [Specify type of account, e.g., savings account, current account, etc.].

Please let me know the necessary documentation required and any initial deposit required for this account setup. I look forward to your prompt response.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]