

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[UOB Branch Name]

[UOB Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name or "To Whom It May Concern"],

Subject: Application for UOB Business Account

I, [Your Name], holding the position of [Your Position] at [Your Company Name], hereby express our intention to open a business account with UOB.

Business Details:

- Company Name: [Your Company Name]
- Company Registration Number: [Registration Number]
- Nature of Business: [Type of Business]
- Address: [Company Address]
- Contact Number: [Your Company Phone Number]

We appreciate the opportunity to bank with UOB and look forward to establishing a successful financial relationship. Please let us know if you require any additional documentation or information to process our application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]