

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

UOB Bank

[Branch Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Credit Facility

I am writing to formally apply for a credit facility with UOB Bank. I am seeking assistance in obtaining [specify type of credit facility, e.g., a personal loan, credit card, business loan, etc.] to support [briefly explain the purpose, e.g., personal expenses, business expansion, etc.].

I have been a customer of UOB Bank since [year] and have maintained a good banking relationship. My account number is [your account number].

Please find attached the necessary documents for your review, including [list of documents, e.g., income statements, identification, etc.].

I appreciate your consideration of my application and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]