

[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's Name],

Subject: Application for Fixed Deposit Account

I am writing to formally apply for a fixed deposit account with UOB.

Below are my details for your reference:

- Full Name: [Your Full Name]
- NRIC/Passport Number: [Your NRIC/Passport Number]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

I would like to deposit an amount of [Amount in SGD] for a tenure of [Tenure Duration, e.g., 6 months, 1 year] and would appreciate your assistance in processing this application.

Please let me know if there are any additional documents or information required.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]