

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

Loan Officer  
United Overseas Bank (UOB)  
[Bank's Address]  
[City, State, Zip Code]

Dear Loan Officer,

Subject: Loan Application Request

I am writing to formally request a loan of [amount] for [purpose of the loan, e.g., home purchase, business expansion, education]. I have been a customer of UOB for [duration] and have always valued the services provided by your bank.

I am currently employed at [Your Employer] as a [Your Job Title] with an annual income of [Your Income]. Attached are my financial statements, proof of income, and any other necessary documentation to support my application.

I believe that with your support, I can successfully fulfill this loan obligation. I am looking forward to discussing this application further. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]