

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

The Loan Officer

UOB Bank

[Bank Address]
[City, State, Zip Code]

Dear Loan Officer,

Subject: Request for Personal Loan

I am writing to formally request a personal loan from UOB Bank. I am seeking a loan amount of [Specify Amount] for the purpose of [State Purpose, e.g., debt consolidation, medical expenses, home improvement]. I have been a customer of UOB Bank for [Number of Years] years, and I have consistently maintained a good banking relationship. My current employment is with [Your Employer], and I have a monthly income of [Your Monthly Income]. I have attached the necessary documents, including my income statement, proof of employment, and identification for your review.

I kindly request you to process my application at your earliest convenience. Should you need any additional information, please feel free to contact me.

Thank you for considering my request.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Enclosures: List of enclosed documents]