

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

Customer Service Department  
United Overseas Bank (UOB)  
[Branch Address]

[City, State, Zip Code]

Subject: Application for UOB Retirement Account

Dear Sir/Madam,

I am writing to formally apply for a UOB Retirement Account. I have reviewed the account features and benefits on your website and believe that this account will be a suitable addition to my retirement planning. Please find enclosed the required documents as per your guidelines:

1. Completed application form
2. Copy of my identification (NRIC/Passport)
3. Proof of address
4. [Any other required documents]

I understand the terms and conditions associated with the account and am eager to begin this important step towards securing my financial future. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]