

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

[KWSP Office Name]
[KWSP Office Address]
[City, State, ZIP Code]

Subject: Request for KWSP Loan Application

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the application form and necessary information for the KWSP loan program.

I am a member of KWSP with Membership No: [Your Membership Number] and I am interested in applying for a loan to [briefly state the purpose of the loan, e.g., home purchase, education, etc.].

Please provide me with the details required for the application process, including any relevant forms and documentation needed. I would appreciate your prompt assistance in this matter.

Thank you for your attention to this request. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]