

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

To:

[Recipient Name]
[Recipient Title]
[Kumpulan Wang Simpanan Pekerja (KWSP)]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for KWSP Loan

I hope this letter finds you well. I am writing to formally apply for a loan through the Kumpulan Wang Simpanan Pekerja (KWSP) program. My details are as follows:

- Full Name: [Your Full Name]
- MyKad Number: [Your MyKad Number]
- EPF Account Number: [Your EPF Account Number]
- Contact Number: [Your Phone Number]

The purpose of this loan is to [briefly explain the reason for the loan, e.g., purchasing a home, medical expenses, etc.]. I have attached all necessary documents to support my application, including [list any included documents such as proof of income, identification, etc.].

I kindly request your consideration of my application, and I would appreciate any guidance regarding the next steps in this process. Please feel free to contact me if you require any additional information.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]