

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

[Recipient's Name]  
[Kewangan Wang Simpanan Pekerja (KWSP)]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for KWSP Loan

Dear [Recipient's Name/ KWSP Officer],

I am writing to formally apply for a loan from my KWSP account. Below are the details pertinent to my application:

1. **\*\*Personal Details\*\***

- Full Name: [Your Full Name]
- NRIC No.: [Your NRIC Number]
- Membership No.: [Your KWSP Membership Number]
- Contact Number: [Your Phone Number]

2. **\*\*Loan Purpose\*\***

- [Briefly explain the purpose of the loan, e.g., home purchase, education, medical expenses, etc.]

3. **\*\*Loan Amount\*\***

- I am requesting a loan amount of [specify the amount].

4. **\*\*Supporting Documents\*\***

- [List any documents you are including with your application, e.g., identity card copy, proof of income, etc.]

I have attached all required documentation to support my application. I appreciate your consideration and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

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