

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Kumpulan Wang Simpanan Pekerja (KWSP)]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for KWSP Loan

I, [Your Name], am writing to formally request a loan from my KWSP account. I have been a contributing member since [Start Date], and my account number is [Your Account Number].

I am seeking a loan of [Amount Requested] for [Reason for Loan]. I believe this loan will greatly assist me in [Any Additional Explanation]. Enclosed with this letter are copies of [Documents Required, e.g., identification, financial statements, etc.]. I would appreciate your prompt attention to this matter and look forward to your favorable reply. Thank you for considering my application.

Sincerely,

[Your Signature]

[Your Name]