

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

[KWSP Branch Name]
[KWSP Branch Address]
[City, State, Zip Code]

Dear [KWSP Officer's Name or "To Whom It May Concern"],

Subject: Application for KWSP Loan

I am writing to formally apply for a loan through the KWSP under the [specific program name, if applicable]. My details are as follows:

1. Full Name: [Your Full Name]
2. IC Number: [Your IC Number]
3. EPF Account Number: [Your EPF Account Number]
4. Employment Details: [Your Employer's Name and Position]
5. Contact Number: [Your Contact Number]

The purpose of this loan is to [briefly explain the purpose, e.g., purchase a home, medical expenses, etc.]. I have attached the necessary documents, including [list any attached documents such as payslips, bank statements, etc.].

I appreciate your consideration of my application and look forward to your prompt response. Please feel free to contact me if you require any further information or clarification.

Thank you for your attention.

Sincerely,

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