

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

[KWSP Office Address]
[City, State, Zip Code]

Subject: Loan Closure Notification

Dear [KWSP Officer's Name],

I hope this message finds you well.

I am writing to formally notify you of the closure of my KWSP loan account (Account Number: [Your Account Number]). As of [Closure Date], I have successfully settled the outstanding balance, and I would like to confirm the closure of my loan account.

Please find attached any necessary documents pertaining to the loan closure. I kindly request a confirmation letter stating that my loan has been closed and that there are no outstanding dues.

Thank you for your assistance in this matter. Should you require further information or documentation, please feel free to reach out to me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your NRIC Number] (if applicable)