

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

Subject: KWSP Loan Confirmation Letter

Dear [Recipient's Name],

I am writing to formally request confirmation of my loan application under the KWSP scheme. My details are as follows:

- Name: [Your Full Name]
- MyKad Number: [Your MyKad Number]
- Loan Amount: [Requested Loan Amount]
- Application Reference Number: [Your Application Reference Number]
- Date of Application: [Date of Application]

I kindly request that you confirm the status of my loan application at your earliest convenience. Should you require any additional information to process this request, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]