

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

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

Subject: Loan Repayment Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the initiation of the loan repayment process for my account with KWSP, bearing the account number [Your Account Number].

Due to [briefly explain reason for repayment request, e.g., changes in financial circumstances, completion of loan term], I would like to proceed with the repayment arrangements at your earliest convenience. Please provide me with the necessary information and forms required to facilitate this process. If there are any specific procedures or documents needed, kindly let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[NRIC/Identification Number]