

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: KWSP Loan Request

I hope this letter finds you well. I am writing to formally request a loan from my Employees Provident Fund (KWSP) account for [brief reason for loan, e.g., home purchase, medical expenses, etc.].

I am a member of KWSP with membership number [Your Membership Number].

Due to [briefly explain your financial situation], I am in need of funds amounting to [specific amount] to assist me in [explain purpose].

I have attached the necessary documents to support my request, including [list of documents, e.g., proof of income, medical bills, or property documents].

I kindly ask for your assistance in processing my loan request at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]