

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

[Recipient's Name]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Subject: Request for KWSP Loan

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a loan from my KWSP account for the purpose of [state the purpose, e.g., purchasing a home, medical expenses, etc.].

I am a member of KWSP under membership number [Your Membership Number]. Due to [briefly explain your situation], I believe that accessing my KWSP funds would greatly assist in alleviating my current financial burden. I have attached all necessary documents to support my application, including [list any attached documents, e.g., identification, proof of income, etc.].

I kindly ask for your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]