

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

[Recipient's Name]
[Recipient's Position]
[KWSP Office/Department Name]
[KWSP Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of KWSP Loan Application

I hope this letter finds you well. I am writing to formally notify you of my application for a loan under the KWSP scheme, submitted on [Date of Application].

I have attached all necessary documents for your review, including:

- [List of attached documents]

I kindly request you to process my application at your earliest convenience. Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your NRIC/IC Number]