

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

[Recipient Name]
[Recipient Title]
[Kumpulan Wang Simpanan Pekerja (KWSP)]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for KWSP Loan

I am writing to express my intent to apply for a loan through the Kumpulan Wang Simpanan Pekerja (KWSP) scheme. I am a member of KWSP, with my membership number being [Your Membership Number].

The purpose of this loan is to [briefly explain the purpose of the loan, e.g., home purchase, renovation, etc.]. I believe this financial assistance would greatly support my [mention any relevant personal situation, e.g., objective of improving living conditions, etc.].

I have attached all necessary documents, including [list any documents you are attaching, e.g., identification, income statements, etc.], to support my application. I would like to request your guidance on the next steps I need to complete for the approval process.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]