

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

Kumpulan Wang Simpanan Pekerja (KWSP)

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

Dear [Recipient's Name or "Loan Application Officer"],

Subject: Application for KWSP Loan

I hope this letter finds you well. I am writing to formally apply for a loan from the Kumpulan Wang Simpanan Pekerja (KWSP).

I am [your full name], a member of KWSP with membership number [your KWSP membership number]. I am currently employed at [your employer's name] as [your job title], and I am seeking a loan to [briefly explain the purpose of the loan, e.g., purchase a home, consolidate debts, etc.].

Enclosed with this letter are the necessary documents to support my application, including:

1. Completed loan application form
2. Copies of my identification documents
3. Proof of income
4. Any additional documentation as required

I would appreciate your prompt consideration of my application. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and consideration. I look forward to your favourable response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]