

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

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

Dear [KWSP Officer's Name or "To Whom It May Concern"],

Subject: Request for Extension of KWSP Loan

I hope this message finds you well. I am writing to formally request an extension on my KWSP loan, account number [Your Account Number].

Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, medical emergencies, etc.], I am unable to meet the original repayment schedule. I am committed to fulfilling my obligations and believe that a temporary extension would assist me in managing my finances more effectively.

I kindly request an extension of [specify duration, e.g., 6 months] to allow me the necessary time to stabilize my situation. I assure you that I will continue to make partial payments during this period if possible. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your NRIC/Identification Number]