

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

[Recipient's Name]
[Organization's Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on KWSP Loan Application

I hope this message finds you well. I am writing to follow up on my application for the KWSP loan submitted on [insert submission date]. I would like to inquire about the current status of my application and if any further information is required from my side to expedite the process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]