

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Kumpulan Wang Simpanan Pekerja (KWSP)]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Loan Support

I hope this letter finds you well. I am writing to formally request support for a loan application under the [specific loan program name] provided by KWSP.

I am a [your occupation] currently employed at [your workplace] and have been a member of KWSP since [year]. Due to [briefly explain your financial situation or reason for the loan], I am seeking assistance to [specific purpose of the loan].

I have attached the necessary documentation including [list out documents such as payslips, employment letter, financial statements, etc.].

I appreciate your attention to my request and look forward to your favorable response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your KWSP Number] (if applicable)