

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

KWSP Appeals Committee

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

Subject: Appeal for KWSP Benefits Application

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally appeal the decision regarding my KWSP benefits application, reference number [Application Number], submitted on [Submission Date].

I was informed on [Date of Decision] that my application was [briefly state the reason for denial or issue]. I believe there may have been a misunderstanding or oversight in my application process.

[Provide details explaining your situation, any supporting documents, and reasons why your application should be reconsidered. Be clear and concise.]

I kindly request a thorough review of my appeal and hope to provide any additional information you may need to facilitate the process. Thank you for considering my request.

I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your NRIC/ID Number]