

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Submission of KWSP Contribution

Dear [Employer's Name],

I hope this letter finds you well.

I am writing to formally submit my KWSP (Kumpulan Wang Simpanan Pekerja) contributions for the [specify period, e.g., "month of September 2023"]. Please find the necessary documents attached for your review and processing.

[List any attached documents, e.g., "KWSP contribution statement, payment receipt."]

I appreciate your prompt attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]