

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

Dear [Recipient Name],

Subject: Adjustment Request for KWSP Contribution

I hope this letter finds you well. I am writing to formally request an adjustment to my KWSP contributions for the year [Year]. Due to [briefly explain reason, e.g., a payroll error, change in employment status], my contributions may not accurately reflect my entitlement.

Here are the details regarding my contributions:

- Full Name: [Your Full Name]
- KWSP Number: [Your KWSP Number]
- NRIC Number: [Your NRIC Number]
- Employment Period: [Start Date] to [End Date]

I kindly request that you review my case and make the necessary adjustments to my contribution records. I have attached all relevant documents to support my request, including [list any attached documents, e.g., payslips, employment letters].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title, if applicable]