

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

[Recipient Name]
[Recipient Title]
[KWSP Office Name]
[Office Address]
[City, Postal Code]

Dear [Recipient Name],

Subject: KWSP Membership Confirmation

I hope this letter finds you well.

I am writing to formally confirm my membership with the Employees Provident Fund (KWSP). Below are my personal details for your records:

- Name: [Your Full Name]
- IC Number: [Your NRIC Number]
- Membership Number: [Your KWSP Membership Number]
- Date of Joining: [Date of Membership Initiation]

I would appreciate it if you could acknowledge receipt of this letter and confirm my membership status.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]