

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

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

Subject: KWSP Payment Dispute Resolution

Dear Sir/Madam,

I am writing to formally dispute a payment issue related to my KWSP account. My account number is [Your Account Number].

On [Date of Payment Issue], I noticed [describe the specific issue, e.g., an incorrect deduction, non-payment, etc.]. I have attached all relevant documents, including [list any attached documents, e.g., payslips, bank statements, previous correspondence].

I kindly request your assistance in resolving this matter promptly.

Please let me know if you require any further information or documentation.

Thank you for your attention to this issue. I look forward to your timely response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]