

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

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

Dear Sir/Madam,

Subject: Application for Retirement Benefits

I am writing to formally request my retirement benefits from the Employees Provident Fund (KWSP) as I have reached the retirement age as stipulated in your guidelines.

My details are as follows:

Name: [Your Full Name]  
NRIC Number: [Your NRIC Number]  
Membership No.: [Your KWSP Membership Number]  
Date of Birth: [Your Date of Birth]  
Contact Number: [Your Contact Number]

I have attached the necessary supporting documents, including my identification card, proof of employment, and any other required forms as outlined on your website.

Please let me know if you require any additional information or documentation to process my application.

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

Yours sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]