

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

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

Subject: KWSP Withdrawal Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my funds from the Employees Provident Fund (KWSP) under the applicable category.

Details of my account are as follows:

- Membership No: [Your Membership Number]
- IC No: [Your Identity Card Number]
- Full Name: [Your Full Name]

I request to withdraw the amount due to [state the reason for withdrawal, e.g., purchasing a home, medical expenses, etc.]. I have attached all the necessary documents to support my request.

I kindly ask for your prompt processing of my application and look forward to your reply regarding the next steps. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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