

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

Kumpulan Wang Simpanan Pekerja (KWSP)

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

Dear Sir/Madam,

Subject: Request for KWSP Member Statement

I hope this letter finds you well. I am writing to formally request a copy of my KWSP member statement for my records.

Details of my KWSP membership are as follows:

- **Name:** [Your Full Name]
- **NRIC No:** [Your NRIC Number]
- **Membership No:** [Your KWSP Membership Number] (if available)
- **Contact Number:** [Your Phone Number]

I would appreciate it if you could send the statement to the address provided above or to my email at [Your Email Address].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]