

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: KWSP Contribution

I hope this message finds you well. I am writing to discuss the KWSP (Kumpulan Wang Simpanan Pekerja) contributions pertaining to my employment at [Company Name].

As an employee, I would like to ensure that my contributions are accurately calculated and submitted in alignment with the current regulations. Please confirm that my contributions are being processed correctly for the following periods:

- [Period 1]
- [Period 2]
- [Period 3]

If there are any discrepancies or additional information required to ensure compliance, please let me know at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Employee ID (if applicable)]