

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

Employees Provident Fund (EPF)

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

Subject: Update of Beneficiary Information

Dear Sir/Madam,

I am writing to request an update to my beneficiary information registered with the Employees Provident Fund (KWSP).

My details are as follows:

- KWSP Membership No: [Your KWSP Number]
- Name: [Your Name]
- NRIC No: [Your NRIC Number]

I would like to update my beneficiary details as follows:

1. Current Beneficiary Name: [Existing Beneficiary Name]
New Beneficiary Name: [New Beneficiary Name]
Relationship: [Relationship to You]
NRIC No: [NRIC Number of New Beneficiary]
2. Current Beneficiary Name: [Existing Beneficiary Name] (if applicable)
New Beneficiary Name: [New Beneficiary Name] (if applicable)
Relationship: [Relationship to You] (if applicable)
NRIC No: [NRIC Number of New Beneficiary] (if applicable)

Please find attached the necessary documents to support this update request, including copies of my NRIC and the new beneficiary's NRIC. I appreciate your prompt attention to this matter and look forward to your confirmation once the changes have been made.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]