

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

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

Subject: Notification of KWSP Account Closure

Dear Sir/Madam,

I am writing to formally notify you of my request to close my KWSP account, with the account number [Your KWSP Account Number].

Due to [brief reason for closure, e.g., change in employment, personal circumstances], I have decided to close my account. Please let me know the necessary steps to complete this process and if there are any forms or additional documentation required from my side.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]