

[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: Application for [Type of Application e.g., Withdrawal, Membership, etc.]

I am writing to formally apply for [specific purpose of the application, e.g., withdrawal of funds]. My details are as follows:

Full Name: [Your Full Name]  
NRIC/Identification Number: [Your NRIC/ID Number]  
EPF Account Number: [Your EPF Account Number]  
Contact Number: [Your Contact Number]  
Email Address: [Your Email Address]

[Explain your reason for the application, providing any relevant information, such as financial needs or circumstances that led to this request. Be concise yet detailed.]

Attached to this letter are the following documents to support my application:

1. [Document 1: e.g., NRIC copy]
2. [Document 2: e.g., completed application form]
3. [Any additional documents]

I kindly request you to process my application at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me using the details provided above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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