

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for KWSP Membership

I am writing to express my interest in applying for membership with the Employees Provident Fund (KWSP). I understand the importance of savings for retirement and believe that becoming a member will greatly benefit my financial future.

I am currently employed at [Your Company/Organization Name] as a [Your Job Title] and wish to ensure that I am securing my financial well-being. I have enclosed the necessary documents required for this application, including:

1. Completed application form
2. Copy of my identification card
3. [Any other required documents]

I would appreciate your assistance in processing my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]