

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

KWSP (Employees Provident Fund)

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

Dear Sir/Madam,

Subject: Application for Covid-19 Assistance

I am writing to formally apply for the Covid-19 assistance provided by the KWSP due to the financial impact of the pandemic on my employment status.

My name is [Your Name], and my EPF Account Number is [Your EPF Account Number]. I am currently employed as [Your Job Title] at [Your Company Name], and due to the Covid-19 pandemic, I have been significantly affected by [briefly describe how you have been impacted, e.g., salary reduction, job loss, etc.].

I understand that the KWSP has initiated measures to provide financial support to those in need during this challenging time. Therefore, I kindly request your consideration for my application for assistance. Please find attached the necessary documents, including [list any attached documents such as proof of employment, identification, etc.]. I appreciate your attention to my request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: List of attached documents]