

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

KWSP Office

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

Dear Sir/Madam,

Subject: Application for New KWSP Account

I am writing to request the opening of a new account with the Employees Provident Fund (KWSP). Below are my details for your reference:

- Full Name: [Your Full Name]
- IC Number: [Your IC Number]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Contact Number: [Your Contact Number]
- Email: [Your Email Address]
- Employer's Name: [Your Employer's Name]
- Employer's Address: [Employer's Address]

I understand the importance of contributing to my retirement savings through KWSP and would like to take the necessary steps to ensure my eligibility for benefits in the future.

Please find attached the required documents to support my application. I would appreciate your prompt attention to this matter.

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

Sincerely,

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