

[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 Pension Scheme

I am writing to formally apply for membership in the pension scheme offered by Kumpulan Wang Simpanan Pekerja (KWSP). My details are as follows:

1. Name: [Your Full Name]
2. NRIC/Identification Number: [Your NRIC/ID Number]
3. Date of Birth: [Your Date of Birth]
4. Employment Details:
  - Current Employer: [Your Employer's Name]
  - Position: [Your Job Title]
  - Employment Start Date: [Start Date]

I understand that the pension scheme is designed to provide financial security and stability during retirement, and I am keen to take advantage of this opportunity.

Please find enclosed the necessary documents to support my application, including:

1. Copy of my NRIC/Identification Card
2. Proof of employment (letter from employer)
3. Completed application form

I kindly request you to process my application and confirm my membership in the pension scheme. Should you require any further information, please do not hesitate to contact me.

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]