

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

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

Subject: Application for Refund of KWSP Contributions

Dear Sir/Madam,

I am writing to formally request a refund of my KWSP contributions. My details are as follows:

- Name: [Your Name]
- MyKad Number: [Your MyKad Number]
- KWSP Account Number: [Your KWSP Account Number]

I have recently [explain reason for refund, e.g., changed employment, financial hardship, etc.]. As a result, I am eligible for a refund of the contributions made to my account.

Enclosed with this letter are the supporting documents required for this process, including:

1. Copy of my MyKad
2. Relevant employment termination letter (if applicable)
3. Any additional documents requested

I kindly request that you process my application at your earliest convenience. If you require any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

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