

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

[Recipient's Name]
[Recipient's Position]
[Kumpulan Wang Simpanan Pekerja (KWSP)]
[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for [Specify the purpose, e.g., Withdrawal, Registration, etc.]

I am writing to formally request [state your request clearly, e.g., the withdrawal of my EPF savings, registration for an account, etc.]. I am a member of KWSP, and my details are as follows:

- Name: [Your Name]
- IC Number: [Your Identification Card Number]
- KWSP Account Number: [Your KWSP Account Number]

[Provide any additional details or context relevant to your request, if necessary.]

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]