

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for KWSP Membership

I am writing to formally apply for my KWSP (Kumpulan Wang Simpanan Pekerja) membership. I have recently started my employment with [Company Name] as [Your Position] on [Start Date], and I would like to ensure that I am enrolled in the KWSP to secure my future savings and benefits.

I have attached all the required documents for your review, including my identification card, employment verification, and any other necessary forms.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]