

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

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

Dear [Recipient Name],  
Subject: Application for [Specific Purpose, e.g., Withdrawal, Membership, etc.]

I am writing to formally apply for [specific request] from my KWSP account. My details are as follows:

- \*\*Name:\*\* [Your Name]
- \*\*NRIC Number:\*\* [Your NRIC Number]
- \*\*Account Number:\*\* [Your KWSP Account Number]

[Briefly explain the reason for your application and any relevant details.]

I have attached the necessary documents to support my application, including [list any documents].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Yours sincerely,

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