

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

KWSP Office

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

Dear [Recipient's Name],

Subject: Application for KWSP Withdrawal/Benefits

I am writing to formally submit my application for [type of withdrawal/benefit] under the Employees Provident Fund (KWSP).

My details are as follows:

- KWSP Account Number: [Your KWSP Account Number]
- Name: [Your Full Name]
- NRIC Number: [Your NRIC Number]
- Contact Number: [Your Phone Number]

I hereby request the withdrawal due to [mention the reason, e.g., financial hardship, medical expenses, etc.], and I have attached the necessary documents to support my application.

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]