

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

Human Resources Department

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Application for KWSP Payment

I hope this letter finds you well. I am writing to formally submit my application for the KWSP (Kumpulan Wang Simpanan Pekerja) payment due to [reason for application, e.g., retirement, withdrawal for housing, medical purposes, etc.].

My particulars are as follows:

- Name: [Your Full Name]
- NRIC No: [Your NRIC Number]
- Employee ID: [Your Employee ID]
- Position: [Your Job Title]
- Department: [Your Department]

I have attached the necessary documents required for processing my application, including [list documents, e.g., a copy of NRIC, completed KWSP withdrawal form, proof of eligibility, etc.].

Kindly let me know if you require any further information or additional documents to facilitate this process. I appreciate your prompt attention to this matter, and I look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]