

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

To:

The Manager

Kumpulan Wang Simpanan Pekerja (KWSP)

[KWSP Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Payment Request for KWSP Contributions

I am writing to formally request the payment of my KWSP contributions for the period of [specify the period]. My details are as follows:

- Full Name: [Your Full Name]
- NRIC No.: [Your NRIC Number]
- EPF Account No.: [Your EPF Account Number]
- Employer's Name: [Your Employer's Name]

I would appreciate it if you could expedite the processing of this payment as it will greatly assist me in managing my finances.

Please find attached the relevant documents to support my request. I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]