

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: KWSP Payment Adjustment Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request an adjustment to my KWSP (Kumpulan Wang Simpanan Pekerja) payment records for the period of [specify the period]. Due to [briefly explain reason for adjustment, e.g., an error, change in employment status, etc.], it appears that my contributions were not accurately reflected.

The details of my KWSP account are as follows:

- Name: [Your Full Name]
- MyKad Number: [Your ID Number]
- KWSP Account Number: [Your Account Number]

I kindly request that you review my account and make the necessary adjustments to ensure that my contributions are accurately recorded. Attached to this letter are relevant documents that support my request, including [list any attached documents, e.g., pay slips, previous statements, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]