

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: KWSP Payment Notification

Dear [Recipient Name],

We would like to inform you regarding the recent payment made to your KWSP (Kumpulan Wang Simpanan Pekerja) account. Please find the details below:

****Payment Details:****

- ****Payment Date:**** [Date of Payment]

- ****Payment Amount:**** [Amount Paid]

- ****Reference Number:**** [Transaction Reference Number]

This payment is made in accordance with the stipulated regulations of the KWSP and covers the contributions for the period of [Contribution Period].

Should you have any queries or require further information, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Seal/Signature if applicable]