

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

KWSP Customer Service

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

Subject: Inquiry Regarding KWSP Payment

Dear KWSP Customer Service,

I hope this message finds you well. I am writing to inquire about my recent KWSP payment that was scheduled for [insert date]. Despite my expectations, I have not received confirmation regarding the transaction. Details of my account:

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

I would appreciate if you could provide me with an update on the status of this payment. Thank you for your assistance.

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]