

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: KWSP Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding your outstanding KWSP (Kumpulan Wang Simpanan Pekerja) payment for the month of [Month/Year].

As of today, the total amount due is [Amount]. We kindly request that you process this payment by [Due Date] to avoid any penalties or disruptions to your account.

Payment can be made via [Payment Method]. For your convenience, our bank details are as follows:

- Bank Name: [Bank Name]
- Account Number: [Account Number]
- Reference: [Your Reference]

If you have already made the payment, please disregard this reminder.

Should you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]