

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: KWSP Payment Submission

Dear [Recipient's Name],
I am writing to formally submit the KWSP payment for the month of [Month, Year] as required by the regulations. Please find the details of the payment below:

- Employer Code: [Your Employer Code]
- Payment Amount: [Total Payment Amount]
- Payment Reference Number: [Reference Number]
- Employee Name(s): [List of Employee Names with IC Numbers]

The payment has been processed through [Payment Method used, e.g., online banking, cheque] on [Payment Date]. Attached to this letter are the supporting documents for your reference.

Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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