

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

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

Subject: KWSP Contribution Payment

Dear [KWSP Officer's Name],

I am writing to inform you about the contribution payment for my Employees Provident Fund (EPF) for the month of [Month/Year].

Details are as follows:

1. **Employer Name:** [Your Company Name]
2. **Employer No.:** [Your Employer Number]
3. **Total Contribution Amount:** [Total Amount]
4. **Payment Reference No.:** [Payment Reference Number]
5. **Payment Date:** [Date of Payment]

Please confirm receipt of this payment and update my contribution records accordingly. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]