

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

[Recipient's Name]  
[KWSP Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for KWSP Payment Update

I hope this message finds you well. I am writing to request an update regarding my KWSP payment status. My details are as follows:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*IC Number:\*\* [Your IC Number]
- \*\*KWSP Number:\*\* [Your KWSP Number]

I would appreciate any information regarding the processing and disbursement of my contribution payments, as it is crucial for my financial planning.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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