

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

Dear [Recipient Name],

Subject: Letter of Intent for KWSP Payment

I am writing to express my intent to apply for the KWSP payment under the relevant program. I understand that this payment is crucial for individuals in need of financial assistance, and I am seeking support during this period.

I hereby confirm my eligibility and readiness to provide any required documentation to facilitate this process. This includes my identification details, employment records, and any other pertinent information.

I appreciate your attention to my request and look forward to your guidance on the next steps.

Thank you for considering my application.

Sincerely,

[Your Name]