

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

Dear [Recipient's Name],

Subject: Request for KWSP Payment Extension

I hope this letter finds you well. I am writing to formally request an extension for the KWSP payment due on [original due date].

Due to [brief explanation of circumstances causing the delay, e.g., financial difficulties, unforeseen circumstances], I am unable to make the payment by the deadline. I kindly request an extension of [number of days/weeks you need] to ensure that I can fulfill this obligation.

I assure you that I am committed to making this payment and appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]