

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for WPS Pin

I am writing to formally request the issuance of a Wage Protection System (WPS) pin for my employment with [Your Company Name]. I have been employed in the position of [Your Job Title] since [Start Date of Employment] and am currently seeking to ensure that all my salary payments are processed through the WPS.

Here are my details for your reference:

- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Salary: [Your Salary]

The WPS pin will enable me to secure my salary transactions and provide assurance of timely payments from my employer.

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

Sincerely,

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