

[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 Wage Protection System (WPS) Registration

I hope this letter finds you well. I am writing to formally apply for the registration of my company under the Wage Protection System (WPS) in accordance with the regulations set forth by the Ministry of Labour and Social Development.

[Your Company Name] is a [describe your business type, e.g., "limited liability company", "partnership", etc.], established on [date of establishment]. We are committed to upholding the rights of our employees and ensuring timely salary payments in compliance with the WPS guidelines.

[Provide a brief overview of your company's operations, including the number of employees and the nature of work. Mention any relevant experience or commitment to employee welfare.]

To facilitate our registration process, please find attached the necessary documents:

1. Company Registration Certificate
2. Trade License
3. List of Employees with their respective designations and salary details
4. Copy of the owner's identification documents
5. Bank account details for payroll processing

We acknowledge the importance of adhering to the WPS requirements and remain dedicated to fostering a transparent and fair working environment. Should you require any further information or documents, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for considering our application. I look forward to your favorable response.

Sincerely,

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