

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

Dear [Recipient's Name],

I am writing to formally apply for the Wage Protection System (WPS) in accordance with the guidelines set by [relevant authority/organization]. Please find attached the necessary documents, including my employment contract and identification details. I believe my application complies with all requirements and would be grateful for your assistance in processing it.

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

Sincerely,  
[Your Name]