

[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],

I am writing to formally apply for the Wage Protection System (WPS) implementation for my company, [Your Company Name]. We are committed to ensuring that all our employees receive timely and accurate payment as per labor regulations.

Please find the necessary documents attached to support our application. We appreciate your assistance in this process and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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