

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: WPS Request for Payment

We hope this message finds you well.

We are writing to formally request the processing of your wages through the Wage Protection System (WPS) for the period of [start date] to [end date]. Kindly provide us with the necessary details to facilitate this request.

Please find attached the required documents for your WPS processing:

1. Copy of your employment contract
2. Copy of your passport/residence visa
3. Bank account details (bank name, account number)

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]