

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

To

The Regional Provident Fund Commissioner
Employees' Provident Fund Organization
[EPFO Regional Office Address]
[City, State, Zip Code]

Subject: Claim Settlement Request - [Your EPF Account Number]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request the settlement of my EPF claim associated with my account number [Your EPF Account Number].

Details of my EPF account are as follows:

- Name: [Your Full Name]
- EPF Account Number: [Your EPF Account Number]
- UAN: [Your Universal Account Number]
- Date of Joining: [Your Joining Date]
- Date of Leaving: [Your Leaving Date]

I have attached the necessary documents required for the claim settlement, including:

1. A copy of my EPF passbook.
2. Form-19 (Withdrawal Form).
3. Form-10C (Pension Form, if applicable).
4. Identity proof (Aadhar/PAN/Passport).

Please process my claim at your earliest convenience. Should you require any further information or documentation, feel free to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance.

Sincerely,

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