

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

To,

The Assistant Provident Fund Commissioner,
Employees' Provident Fund Organization (EPFO),
[EPFO Office Address]
[City, State, ZIP Code]

Subject: Family Pension Claim Application

Respected Sir/Madam,

I am writing to formally request the disbursement of family pension benefits following the demise of my [relation, e.g., husband/wife], [Name of Deceased], who was a member of the Employees' Provident Fund and passed away on [Date of Death].

Below are the necessary details for your reference:

1. Name of the Deceased: [Name]
2. EPF Account Number: [Account Number]
3. Date of Birth of Deceased: [DOB]
4. Date of Death: [Date]
5. Name of Applicant: [Your Name]
6. Relationship with Deceased: [Relation]
7. Medical Claims Documents: [List of attached documents, if any]

I have attached the following documents to support my claim:

1. Death Certificate of the Deceased
2. EPF Passbook/Statement
3. ID Proof of the Applicant
4. Bank Account Details for Pension Transfer
5. Any other relevant documents

I kindly request you to process my application at the earliest and grant the family pension benefits as entitled.

Thank you for your attention to this matter.

Sincerely,

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