

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

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

Subject: Grievance Redressal Request

Dear Sir/Madam,

I am writing to formally address a grievance I have encountered with regard to my EPF account (Account Number: [Your EPF Account Number]).

[Briefly explain the issue you are facing, including any relevant details such as dates, amounts, and previous correspondence if applicable.]

I kindly request your assistance in resolving this matter. I would appreciate it if you could provide me with an update on the status of my grievance at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]