

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

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

Subject: Loan Request on EPF Account

Dear Sir/Madam,

I am writing to formally request a loan against my Employees' Provident Fund (EPF) account. My EPF account number is [insert your EPF account number].

I am in need of financial assistance due to [briefly explain the reason for the loan, e.g., medical emergency, education expenses, home renovation, etc.].

I kindly request that you consider my application for a loan amount of INR [insert amount] from my EPF account. I assure you that I will adhere to all the necessary regulations and guidelines set forth by EPFO regarding loan repayment.

Attached are the relevant documents to support my loan request. I appreciate your prompt assistance in this matter and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Employee ID (if applicable)]  
[Department/Organization Name (if applicable)]