

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

To,

The Regional Provident Fund Commissioner,
Employee Provident Fund Organization,
[EPFO Office Address]
[City, State, ZIP Code]

Subject: Application for Closure of Provident Fund Account

Dear Sir/Madam,

I am writing to formally request the closure of my Employee Provident Fund (EPF) account. Below are the details of my account for your reference:

- EPF Account Number: [Your EPF Account Number]
- Name: [Your Full Name]
- Universal Account Number (UAN): [Your UAN]
- Date of Joining: [Date of Joining]
- Reason for Closure: [Brief explanation of why you are closing the account]

I request you to kindly initiate the process for the closure of my EPF account and initiate the transfer of the accumulated funds to my registered bank account mentioned below:

- Bank Name: [Your Bank Name]
- Account Number: [Your Bank Account Number]
- IFSC Code: [Your Bank IFSC Code]

Attached herewith are copies of the required documents for verification:

1. Cancelled Cheque
2. Aadhaar Card/Identity Proof
3. EPF Passbook (if available)

I would appreciate your prompt assistance in this matter. Thank you for your attention to this request.

Yours sincerely,

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