

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

To,

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

Subject: Request for Reactivation of EPF Account

Respected Sir/Madam,

I hope this letter finds you well. I am writing to request the reactivation of my Employees' Provident Fund (EPF) account.

Details of my EPF account are as follows:

- Name: [Your Name]
- EPF Account Number: [Your EPF Account Number]
- UAN (Universal Account Number): [Your UAN]
- Date of Birth: [Your Date of Birth]
- Registered Mobile Number: [Your Mobile Number]
- Last Contributing Employer: [Your Last Employer's Name]

Due to [mention the reason for inactivation, if applicable], my EPF account has become inactive. I kindly request you to process the reactivation of my account at your earliest convenience.

I am attaching copies of relevant documents for your reference:

1. Copy of EPF account statement
2. Copy of UAN card
3. [Any other necessary documents]

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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