

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

To,

The Regional Provident Fund Commissioner,  
Employees' Provident Fund Organisation,  
[Regional Office Address]

Subject: Application for EPF Withdrawal Settlement

Dear Sir/Madam,

I, [Your Name], am a former employee of [Company Name] and my EPF account number is [EPF Account Number]. I am writing to request the settlement of my EPF balance due to [mention reason - e.g., resignation, retirement, etc.].

I have completed the necessary formalities and have attached the required documents for your reference. The details of my employment and EPF account are as follows:

- Name: [Your Name]
- EPF Account Number: [EPF Account Number]
- Date of Joining: [Joining Date]
- Date of Resignation/Retirement: [Resignation/Retirement Date]
- Last Drawn Salary: [Last Drawn Salary]

Attached Documents:

1. Form 19
2. Form 10C
3. Copy of Aadhaar
4. Bank Details (Cancelled Cheque/Passbook)
5. [Any other relevant document]

I kindly request you to process my application at the earliest and initiate the withdrawal settlement.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Name]