

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

The Manager

[Provident Fund Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to [state purpose of your letter, e.g., request information, submit a claim, etc.].

[Provide details relevant to your request or issue. Include any necessary information such as your EPF account number, details of employment, or any other pertinent details.]

I kindly request your assistance in this matter and would appreciate any guidance you may provide.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]