

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding PF Balance

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my Provident Fund (PF) balance. Below are my details for your reference:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Company Name: [Your Company Name]

I would appreciate it if you could provide me with the current balance of my PF account. If there are any forms or documents I need to submit, please let me know.

Thank you for your assistance.

Sincerely,

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