

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

The Manager

[Employee Provident Fund Office Address]
[City, State, ZIP Code]

Subject: Request for Provident Fund Claim

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) accumulated under my Employee Provident Fund Account Number [Your PF Account Number].

I have recently [reason for withdrawal, e.g., resigned from my job, retired, etc.]. My details are as follows:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- UAN (Universal Account Number): [Your UAN]
- Company Name: [Name of your employer]
- Duration of Employment: [Start Date] to [End Date]

Please find attached the necessary documents required for the processing of my claim:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request you to process my claim at your earliest convenience and inform me of any further requirements. Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]