

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

To,

The Manager

[PF Office Name]  
[PF Office Address]  
[City, State, Zip Code]

Subject: Request for PF Settlement

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request the settlement of my Provident Fund (PF) account. Below are my details for your reference:

- \*\*Name:\*\* [Your Full Name]
- \*\*PF Account Number:\*\* [Your PF Account Number]
- \*\*Employee ID:\*\* [Your Employee ID]
- \*\*Date of Joining:\*\* [Your Joining Date]
- \*\*Date of Leaving:\*\* [Your Leaving Date]
- \*\*Reason for Withdrawal:\*\* [Brief Reason]

I have completed the necessary exit formalities and attached all required documents, including:

1. Copy of my resignation letter
2. Copy of my Employee ID card
3. Form 19 and Form 10C (if applicable)

I kindly request you to process my PF settlement at your earliest convenience. If you need any further information or documentation, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]