

[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: Request for Provident Fund Statement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a statement of my Provident Fund account for the period of [mention the period, e.g., "January 2022 to December 2022"].

My details are as follows:

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]

Please let me know if any additional information is required to process this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]