

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

To,

The Provident Fund Officer,

[PF Office Name]

[PF Office Address]

[City, State, Zip Code]

Subject: Request for Annual Provident Fund Statement

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the annual statement of my Provident Fund account for the year [Year]. My Provident Fund account number is [Your PF Account Number].

I would appreciate it if you could send me the detailed statement at your earliest convenience, as it is required for my personal records and future reference.

Thank you for your assistance.

Sincerely,

[Your Name]