

[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: Application for Withdrawal/Transfer of PF Amount

Dear Sir/Madam,

I, [Your Name], holding PF Account Number [Your PF Number], am writing to request [withdrawal/transfer] of my Provident Fund amount.

I have recently [mention reason: e.g., changed my job, retired, etc.], and I would like to proceed with the necessary formalities. I have attached all relevant documents, including [mention any attached documents: e.g., identification proof, bank details, etc.].

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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