

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

The Provident Fund Officer

[Office Address]
[City, State, ZIP Code]

Subject: Complaint Regarding [Specify the Issue]

Dear Sir/Madam,

I am writing to formally raise a complaint regarding [briefly describe the issue, e.g., non-receipt of PF amount, delayed processing, etc.].

Details of my account:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID, if applicable]
- Joining Date: [Your Joining Date]
- Last Working Day: [Your Last Working Day]

Despite my previous attempts to resolve this issue on [mention any previous communication, if applicable], I have not received a satisfactory response or resolution.

I kindly request your immediate attention to this matter and would appreciate an acknowledgment of this letter.

Thank you for your assistance.

Sincerely,

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