

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

To,

The Manager,

[EPF Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Application for Partial Withdrawal of EPF

Dear Sir/Madam,

I am writing to request a partial withdrawal from my Employee Provident Fund (EPF) account. Below are my details for your reference:

****EPF Account Number:**** [Your EPF Account Number]

****Name of the Account Holder:**** [Your Name]

****UAN Number:**** [Your UAN Number]

****Reason for Withdrawal:**** [Specify the reason, e.g., medical expenses, education, etc.]

I understand the terms and conditions associated with the partial withdrawal and assure you that the funds will be used for the stated purpose.

Enclosed, please find the necessary documents to support my request:

1. Copy of Aadhaar/identity proof
2. Copy of bank passbook/statement
3. Necessary forms as required (Form 19, Form 10C, etc.)
4. Any additional documents as applicable

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

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]