

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

To,

The Manager

Provident Fund Office

[Office Address]

[City, State, Zip Code]

Subject: Application for Reactivation of Provident Fund Account

Dear Sir/Madam,

I am writing to request the reactivation of my Provident Fund account. My details are as follows:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- Date of Birth: [Your Date of Birth]
- UAN: [Your Universal Account Number, if applicable]

The account has been inactive due to [brief reason for inactivity, e.g., change of employment, etc.]. I have recently joined a new organization, and would like to reactivate my PF account to continue my retirement savings investment.

Please find the attached documents for your reference:

1. Copy of my identity proof
2. Copy of address proof
3. Document from my new employer confirming my employment (if applicable)

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]