

****Example 1: Withdrawal of PF Amount****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

The Manager

Provident Fund Office

[Office Address]

[City, State, Zip Code]

Subject: Request for Withdrawal of Provident Fund

Dear Sir/Madam,

I am writing to request the withdrawal of my Provident Fund amount, accumulated during my employment with [Company Name].

Details of my PF account are as follows:

- Name: [Your Full Name]

- PF Account Number: [Your PF Account Number]

- UAN Number: [Your UAN Number]

- Period of Employment: [Start Date] to [End Date]

Due to [reason for withdrawal, e.g., job change, medical emergency], I need to withdraw my PF amount. I have attached necessary documents including my identity proof and resignation letter.

Please let me know if any additional information is required to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

****Example 2: Change of PF Nominee****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

The Manager

Provident Fund Office

[Office Address]

[City, State, Zip Code]

Subject: Request for Change of Nominee

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a change of nominee for my Provident Fund Account.

Details of my PF account are as follows:

- Name: [Your Full Name]

- PF Account Number: [Your PF Account Number]

- UAN Number: [Your UAN Number]

Currently, my nominee is [Current Nominee's Name], and I would like to change it to [New Nominee's Name, Relationship, etc.].

Enclosed are the necessary forms and documentation for your reference.

Thank you for your assistance in processing this request.

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