

[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 PF Withdrawal/Transfer
Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request the withdrawal/transfer of my Provident Fund (PF) accumulated under Account Number [Your PF Account Number]. Due to [mention reason, e.g., change of job, retirement, etc.], I would like to initiate the necessary procedures for the same.

Please find attached the required documents for your reference:

1. [List of documents, e.g., PF passbook, ID proof, resignation letter, etc.]
2. [Any other relevant document]

I would appreciate your assistance in processing this request at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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