

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well! I am writing to seek your assistance regarding my Provident Fund (PF) matter.

[Explain the reason for your request in a casual tone, providing necessary details about your PF account or specific issue.]

I would really appreciate your help in getting this sorted out. If you need any additional information from my side, please let me know.

Thanks a ton for your support! Looking forward to hearing from you soon.

Best,

[Your Name]