

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

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

Subject: Request to Check PF Status

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my Provident Fund (PF) account. My details are as follows:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- Date of Joining: [Your Joining Date]
- Employee ID: [Your Employee ID]

I would appreciate it if you could provide me with the current status of my PF account, including any pending claims or contributions.

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

Sincerely,

[Your Name]