

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

To,

The Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for PF Final Settlement

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the final settlement of my Provident Fund (PF) account following my resignation from [Company Name] on [Resignation Date].

My PF account details are as follows:

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]

I would appreciate it if you could initiate the necessary process for the settlement at your earliest convenience. Please let me know if any additional information or documents are required from my side to facilitate this process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]