

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

To,
The Manager
[PF Office Name]
[PF Office Address]
[City, State, ZIP Code]

Subject: Request for Annual Passbook for PF Account

Dear Sir/Madam,

I am writing to request the annual passbook for my Provident Fund (PF) account. Below are my account details for your reference:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN: [Your Universal Account Number] (if applicable)
- Employer Name: [Your Employer's Name]
- Period: [Fiscal Year/Period for which passbook is requested]

I kindly request you to process my application and provide the annual passbook at your earliest convenience. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your assistance.

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