

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[EPF Commissioner's Name]
[EPF Office Address]
[City, State, Zip Code]

Subject: Request for PF Refund

Dear [EPF Commissioner's Name],

I hope this letter finds you well. I am writing to formally request the refund of my Provident Fund (PF) balance. My details are as follows:

- ****Name****: [Your Full Name]
- ****PF Account Number****: [Your PF Account Number]
- ****UAN****: [Your Universal Account Number]
- ****Reason for Withdrawal****: [Reason for withdrawing your PF]

In support of my request, I have attached the necessary documents, including:

1. Copy of my Identity Proof
2. Copy of my Bank Passbook/Cancelled Cheque
3. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

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