

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

To,

The Provident Fund Department,
[Company Name/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Closure of Provident Fund Account

Dear Sir/Madam,

I, [Your Name], holding the Employee ID [Your Employee ID], request the closure of my Provident Fund account (Account Number: [Your PF Account Number]) due to [brief reason for closure, e.g., resignation, retirement, etc.].

I kindly request you to process my application and transfer the accumulated balance to my bank account as per the details mentioned below:

Bank Name: [Your Bank Name]
Account Number: [Your Account Number]
IFSC Code: [Your Bank IFSC Code]

Please find attached the necessary documents for your reference.
Thank you for your assistance. I look forward to your prompt action regarding this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Name]
[Your Designation/Position] (if applicable)