

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

The Regional Provident Fund Commissioner,
[EPFO Office Address]
[City, State, Zip Code]

Subject: PF Claim Request

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) amount. Below are the details of my PF account:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- UAN: [Your Universal Account Number]
- Reason for withdrawal: [State reason, e.g., resignation, retirement, etc.]

I have attached the required documents for your reference, including:

1. Copy of my Aadhar Card
2. Cancelled cheque/ bank statement
3. PF withdrawal form

I request you to process my claim at the earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your assistance.

Sincerely,

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