

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

The Manager

[PF Office Name]
[PF Office Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Provident Fund Balance

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to inquire about the balance in my Provident Fund account.

Below are my details for your reference:

- **Name:** [Your Name]
- **PF Account Number:** [Your PF Account Number]
- **Employee ID:** [Your Employee ID]
- **Company Name:** [Your Company Name]

I would appreciate it if you could provide me with the current balance in my PF account along with any relevant statements.

Thank you for your assistance.

Sincerely,

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