

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

The Employees Provident Fund (EPF)

[EPF Office Address]  
[City, State, Zip Code]

Subject: Application for EPF Balance

Dear Sir/Madam,

I am writing to formally request my Employees Provident Fund (EPF) balance. My details are as follows:

- Name: [Your Full Name]
- NRIC/Identification Number: [Your NRIC Number]
- EPF Account Number: [Your EPF Account Number]

I would appreciate your assistance in providing me with the current balance of my EPF account at your earliest convenience. Should you require any further information or documentation to process my request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]