

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

The Manager

[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Application for Provident Fund (PF) Withdrawal

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Employee Provident Fund (EPF) balance as I have recently [reason for withdrawal, e.g., resigned from the company, changed employment].

Details of my employment are as follows:

- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Duration of Employment: [Start Date] to [End Date]

I understand that I need to fulfill the necessary formalities to complete this process. Kindly guide me on the steps I need to take to facilitate this withdrawal.

Attached are the required documents for your reference:

1. [List of Documents, e.g., resignation letter, bank details, etc.]

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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