

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

The Regional Provident Fund Commissioner

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

Subject: Request for Provident Fund Withdrawal

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) amount accumulated under the account number [Your PF Account Number].

I have been an employee of [Your Company Name] from [Start Date] to [End Date] and my Employee ID is [Your Employee ID]. Due to [mention the reason for withdrawal - e.g., resignation, retirement, etc.], I would like to withdraw the funds as per the rules and regulations governing the Provident Fund.

Please find attached the necessary documents required for processing my request, including:

1. Copy of my PF account statement
2. Copy of my resignation/relieving letter
3. Any other relevant documents

I kindly request you to process my application at the earliest and let me know if any further information or documentation is required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]