

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

The Manager

[EPF Office Name/Department]
[EPF 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) account balance due to [state reason, e.g., resignation, retirement, etc.]. Below are the details of my PF account for your reference:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- UAN Number: [Your Universal Account Number]
- Employee ID: [Your Employee ID, if applicable]

I have attached the necessary documents, including [list documents, e.g., resignation letter, bank account details, identity proof, etc.], to facilitate the withdrawal process.

I kindly request you to process my application at your earliest convenience. Please confirm the status of my application and let me know if any further information is needed.

Thank you for your assistance.

Sincerely,

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