

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

To,

The Regional Provident Fund Commissioner,  
[PF Office Name],  
[PF Office Address],  
[City, State, Zip Code]

Subject: Request for PF Withdrawal

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) balance. Below are the details pertaining to my PF account:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- Employer's Name: [Your Employer's Name]
- Date of Joining: [Your Joining Date]
- Date of Exit: [Your Exit Date]

I have attached the necessary documents, including my bank details and any other required forms, for your reference. I kindly request you to process my withdrawal at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

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