

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Withdrawal

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request the withdrawal of my Provident Fund (PF) balance as I have [brief reason for withdrawal, e.g., "resigned from my position" or "completed my tenure with the organization"].

Here are my PF details for your reference:

- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID]
- Name: [Your Name]
- Department: [Your Department]
- Last Working Day: [Your Last Working Day]

I have attached all the required documents, including:

1. PF withdrawal application form
2. Identity proof (Copy of Aadhar/PAN)
3. Bank account details (Cancelled cheque/Bank statement)
4. Any other relevant documents

I would appreciate your assistance in processing my request at the earliest. Please let me know if any additional information or documentation is required.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]