

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

To,

The Manager

Employees' Provident Fund Organization

[Office Address]

[City, State, Zip Code]

Subject: Request for PF Claim Withdrawal

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) accumulations associated with my employment at [Your Company Name]. My PF Account Number is [Your PF Account Number].

Due to [mention reason for withdrawal - e.g., resignation, job change, etc.], I am entitled to withdraw the accumulated amount in my PF account. I have attached the necessary forms along with the required documents for your reference.

Please let me know if any additional information or documentation is needed to process this request. I would appreciate your prompt assistance in processing my claim.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Employee ID (if applicable)]