

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

To,

The Manager

[Pension Fund Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Application for PF Withdrawal

Respected Sir/Madam,

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) balance due to my current unemployment status. My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN (Universal Account Number): [Your UAN]
- Last Employed at: [Your Last Employer's Name]
- Employment End Date: [Your Last Working Date]

As I am currently unemployed and in need of financial support, I kindly request you to process my PF withdrawal at your earliest convenience. I have attached all necessary documents, including my identity proof, bank details for the transfer, and any other required forms.

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]