

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

The Manager

[Company Name/EPF Office]  
[Office Address]  
[City, State, ZIP Code]

Subject: Application for Provident Fund Withdrawal on Retirement

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) balance upon my retirement. My details are as follows:

\*\*Name:\*\* [Your Name]  
\*\*PF Account Number:\*\* [Your PF Account Number]  
\*\*Employee ID:\*\* [Your Employee ID]  
\*\*Department:\*\* [Your Department]  
\*\*Date of Retirement:\*\* [Your Retirement Date]

As per the guidelines laid down by the Employees' Provident Fund Organization (EPFO), I am eligible to withdraw my accumulated funds upon retirement.

Please find attached the required documents for your reference:

1. Copy of my retirement letter
2. Copy of my identification proof
3. PF withdrawal form

I kindly request you to process my application at your earliest convenience.

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]