

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

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

Subject: PF Withdrawal Request for Claim Processing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) balance due to [mention reason, e.g., resignation, retirement, etc.].

My PF account details are as follows:

- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID]
- Date of Joining: [Your Joining Date]
- Date of Leaving: [Your Leaving Date]

I have attached the necessary documents to facilitate the claim process, including:

1. Copy of my ID Proof
2. Copy of my Bank Statement (showing account details)
3. Form 19 and Form 10C (duly filled)

I kindly request you to process my claim at the earliest convenience. Please let me know if any further information or documentation is required.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: List of documents attached]