

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

To

The Manager

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Withdrawal

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) balance as per the guidelines provided by the Employees' Provident Fund Organisation (EPFO).

Here are the details required for processing my request:

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Date of Joining: [Your Date of Joining]
- Date of Leaving: [Your Date of Leaving] (if applicable)

I have attached all necessary documents, including my identification proof and bank details for the transfer.

I kindly request you to process my withdrawal request at your earliest convenience. If any further information is needed, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]