

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

To,

The Manager

[EPF Office Name]
[EPF Office Address]
[City, State, Zip Code]

Subject: Request for PF Withdrawal

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the withdrawal of my Provident Fund (PF) amount due to my recent employment change.

My details are as follows:

- PF Account Number: [Your PF Account Number]
- EPF Member ID: [Your EPF Member ID]
- Name: [Your Full Name]
- Date of Joining: [Your Joining Date]
- Last Working Day: [Your Last Working Day]

I have recently joined [New Company Name], and as per the guidelines, I would like to withdraw my PF amount. I request you to process my application at your earliest convenience.

Attached are the necessary documents for your reference and processing:

1. Copy of my resignation acceptance letter
2. Copy of my new employment offer letter
3. Form 19 and Form 10C (if applicable)

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]