

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

[Recipient's Name]
[Employer's Name]
[Employer's Address]
[City, State, ZIP Code]

Subject: PF Withdrawal Request Due to Relocation

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 my recent relocation. I have recently moved to [New Location/City] for [brief reason for relocation, e.g., a new job opportunity, family reasons]. As a result, I would like to access my PF funds to assist with the transition.

Please find the necessary details below:

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Date of Joining: [Your Joining Date]
- Last Working Day: [Your Last Working Day, if applicable]

I have attached all required documents, including my identity proof and the PF withdrawal form, to expedite the process.

Thank you for your assistance in this matter. Should you need any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your prompt response.

Sincerely,
[Your Name]