

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

To,

The Manager,

[Provident Fund Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Request for Provident Fund Withdrawal

Dear Sir/Madam,

I, [Your Name], am writing to formally request the withdrawal of my Provident Fund (PF) balance. My PF Account Number is [Your PF Account Number].

I was employed with [Your Employer's Name] from [Start Date] to [End Date]. Due to [reason for withdrawal, e.g., leaving the organization, retirement, etc.], I wish to withdraw my accumulated funds.

I have attached the following documents to facilitate the process:

1. Copy of my Aadhaar Card
2. Copy of my PAN Card
3. Copy of my resignation/termination letter (if applicable)
4. Any other relevant documents

I kindly request you to process my application at the earliest convenience. Please let me know if any additional information is needed to support my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]