

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

To,

The Manager,

[Name of the PF Office/Company]

[PF Office Address]

[City, State, Zip Code]

Subject: Request for Urgent PF Withdrawal

Dear [Manager's Name],

I hope this letter finds you in good health. I am writing to formally request the withdrawal of my Provident Fund (PF) balance due to an urgent financial need.

My details are as follows:

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

I am facing [briefly explain the reason for urgent need, e.g., medical expenses, family emergencies, etc.]. Given the situation, I kindly request that my PF withdrawal be processed at the earliest possible convenience.

Attached are all necessary documents to support my request, including:

1. [List of documents, e.g., PF withdrawal form, identity proof, bank account details, etc.]

I appreciate your understanding and prompt attention to this matter.

Please let me know if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]