

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

The Manager

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

Subject: Application for Provident Fund 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.

I was employed at [Company Name] from [Start Date] to [End Date], and my PF account number is [PF Account Number]. Due to [mention reason for withdrawal, e.g., job change, financial need], I would like to initiate the withdrawal process.

Please find enclosed the necessary documents:

1. Copy of my resignation letter
2. PF withdrawal form
3. Copy of my identity proof
4. [Any other documents, if necessary]

I kindly request you to process my application at the earliest. Thank you for your assistance in this matter.

Sincerely,

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