

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

The Manager

[Your Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Request for PF Withdrawal

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) balance associated with my employment at [Your Company's Name]. My PF account number is [Your PF Account Number].

As I am no longer employed with [Your Company's Name] since [Last Working Date], I would like to initiate the process for withdrawal of my PF balance. Please let me know if there are any specific forms or documents that I need to complete or provide.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]