

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

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

Subject: Request for Provident Fund Withdrawal

Dear [Employer's Name],

I hope this letter finds you well. I am writing to request the withdrawal of my Provident Fund accumulated during my employment at [Company Name] under Employee ID [Your Employee ID].

Due to [briefly mention the reason - e.g., resignation, retirement, financial need], I would like to initiate the withdrawal process of my Provident Fund.

Please find enclosed the necessary documents to process my request, including:

1. Copy of my identification proof
2. Provident Fund Account details
3. [Any other relevant documents]

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

Thank you for your attention to this request.

Sincerely,

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