

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

[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Claim for Provident Fund Withdrawal

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund amount from my account with [Company/Organization Name].

I was employed with [Company/Organization Name] from [Start Date] to [End Date], and my provident fund account number is [Account Number]. Due to [reason for withdrawal, e.g., resignation, retirement, etc.], I am entitled to withdraw the funds accumulated in my provident fund account. Please let me know the necessary documents required to process my withdrawal request. I have enclosed copies of [mention enclosed documents, e.g., identity proof, resignation letter, etc.] for your reference.

I would appreciate your assistance in expediting this process and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]