

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

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

Subject: Request for Employment Verification for PF Claim

Dear [Employer's Name],

I hope this message finds you well.

I am writing to request your assistance in verifying my employment details as part of my Provident Fund (PF) claim process. The Employees' Provident Fund Organisation (EPFO) requires confirmation of my employment to facilitate the processing of my claim.

Please find my employment details below for your reference:

- Employee ID: [Your Employee ID]
- Position: [Your Designation]
- Department: [Your Department]
- Duration of Employment: [Start Date] to [End Date] or Present

I kindly request you to provide an official letter on company letterhead confirming my employment status, including my designation and duration of employment. This verification will greatly assist me in completing my PF claim process.

Thank you for your support and cooperation.

Sincerely,

[Your Name]  
[Your Job Title]