

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

[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Intimation for PF Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you of my intention to claim my Provident Fund (PF) balance as per the provisions laid out under the Employee Provident Fund Scheme.

Details of my employment are as follows:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department/Section]
- Date of Joining: [Your Date of Joining]
- Date of Leaving: [Your Date of Leaving]

I have completed the necessary paperwork and have attached all relevant documents, including my PF account number, discharge form, and any other required details to facilitate this claim.

I kindly request you to process my claim at your earliest convenience. Should you require any additional information or documents, please feel free to contact me at the provided phone number or email address.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]