

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

[PF Office Address]  
[City, State, Zip Code]

Subject: Request for Provident Fund Claim

Dear [PF Officer's Name],

I hope this letter finds you well. I am writing to formally request the settlement of my Provident Fund (PF) account.

Here are the details pertinent to my account:

- Name: [Your Full Name]
- PF Account Number: [Your PF Number]
- UAN Number: [Your UAN Number]
- Employer Name: [Your Previous Employer's Name]
- Employment Period: [Start Date] to [End Date]

I have attached all the necessary documents, including:

1. Copy of my PF passbook
2. Form 19 (Application for PF Settlement)
3. Form 10C (Application for Pension)
4. Identity proof (Aadhar/PAN card)

I kindly request you to process my claim at your earliest convenience and inform me of any further requirements. Thank you for your attention to this matter.

Sincerely,

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