

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

To,

The Regional Provident Fund Commissioner,
[EPF Office Address]
[City, State, Zip Code]

Subject: Request for PF Balance Settlement

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to request the settlement of my Provident Fund (PF) balance.

My details are as follows:

****Name:**** [Your Full Name]

****PF Account Number:**** [Your PF Account Number]

****Employee ID:**** [Your Employee ID]

****Employer Name:**** [Your Employer's Name]

****Period of Employment:**** [Start Date] to [End Date]

Due to [mention the reason, e.g., resignation, retirement, etc.], I wish to claim my accumulated PF balance. I have attached the required documents for your reference, including:

1. Copy of my Aadhar Card
2. Exit Letter from Employer
3. Bank Details for PF transfer

Kindly process my request at your earliest convenience. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]