

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

The Provident Fund Office

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

Subject: Request for Provident Fund Claim

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) accumulated during my tenure with [Company Name]. Below are the details necessary for processing my claim:

- **\*\*PF Account Number\*\***: [Your PF Account Number]
- **\*\*Employee ID\*\***: [Your Employee ID]
- **\*\*Period of Employment\*\***: [Start Date] to [End Date]
- **\*\*Reason for Withdrawal\*\***: [Reason for claiming, e.g., retirement, resignation, etc.]

I have attached the necessary documents for verification, including:

1. **\*\*PF withdrawal form\*\***
2. **\*\*Identity proof (Aadhaar/PAN Card/Passport)\*\***
3. **\*\*Bank details (account number, IFSC code)\*\***
4. **\*\*Resignation letter (if applicable)\*\***
5. **\*\*Any other relevant documents\*\***

I request you to process my claim at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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