

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

[Recipient's Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Claim for Provident Fund Withdrawal

Dear [Recipient's Name],

I am writing to formally request the withdrawal of my Provident Fund accumulated under the Employee Provident Fund Organization (EPFO).

****Details of my account are as follows:****

- ****Name:**** [Your Full Name]
- ****EPF Account Number:**** [Your EPF Account Number]
- ****UAN Number:**** [Your Universal Account Number]
- ****Date of Joining:**** [Date of Joining]
- ****Date of Leaving:**** [Date of Leaving]

As per the guidelines, I am eligible to withdraw my Provident Fund due to [mention reason - resignation, retirement, etc.]. I have attached the following documents for your reference:

1. Copy of my Aadhaar Card
2. Copy of my PAN Card
3. Copy of my resignation letter (if applicable)
4. Bank details (cancelled cheque or passbook)

I request you to process my claim at the earliest and inform me regarding the status of my application. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]