

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

The Manager
Employee Provident Fund Office
[Office Address]

[City, State, Zip Code]
Subject: PF Claim Request

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) balance. Below are my details for your reference:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN (Universal Account Number): [Your UAN]
- Date of Joining: [Your Joining Date]
- Date of Leaving: [Your Leaving Date]

I have attached the required documents, including my identity proof, bank details, and any necessary forms for your processing.

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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