

****PF Claim Request Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

The Provident Fund Officer

[PF Office Name]

[PF Office Address]

[City, State, Zip Code]

Subject: Request for PF Claim Withdrawal

Dear Sir/Madam,

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

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- UAN: [Your Universal Account Number]
- PAN: [Your Permanent Account Number]
- Contact Number: [Your Contact Number]

I have recently [mention reason for withdrawal like resignation, retirement, etc.], and I would like to initiate the claim process for my PF amount.

I have attached the necessary documents for your reference:

1. Copy of PF Passbook
2. Copy of Aadhaar Card
3. Copy of PAN Card
4. [Any other relevant documents]

I kindly request you to process my claim at your earliest convenience. Please do not hesitate to contact me if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]