

****Subject:**** PF Claim Application

****To,****

The Manager,
Employee Provident Fund Organization,
[Branch Address]

****Date:**** [DD/MM/YYYY]

****Subject:**** Application for Withdrawal of Provident Fund

****Respected Sir/Madam,****

I, [Your Name], am writing to formally request the withdrawal of my Provident Fund accumulated under account number [Your PF Account Number]. I was employed with [Company Name] from [Joining Date] to [Leaving Date], and my Employee ID was [Employee ID].

Due to [reason for withdrawal - e.g., unemployment, medical expenses, etc.], I would like to initiate the withdrawal process. Please find enclosed the necessary documents for your reference:

1. A copy of my Identity Proof (Aadhar/Pancard).
2. A copy of my Bank Passbook/Cancelled Cheque.
3. PF Withdrawal Form (Form 19 & Form 10C).
4. Any additional documents as required.

I request you to kindly process my claim at your earliest convenience. I am reachable at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your attention to this matter.

****Yours sincerely,****

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Number]

[Your Email Address]