

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

The Manager

[EPF Office Name]
[EPF Office Address]
[City, State, ZIP Code]

Subject: Application for Provident Fund Withdrawal

Dear Sir/Madam,

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

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

I wish to withdraw my PF amount due to [mention reason - e.g., relocation, unemployment, etc.]. I have attached the necessary documents for your reference, including a copy of my identity proof, a copy of my bank passbook, and any other relevant documents.

Kindly process my application at the earliest. I would appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

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