

[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: Request for PF Withdrawal

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the withdrawal of my Employee Provident Fund (EPF) balance.

Details of my EPF account are as follows:

- Name: [Your Name]
- EPF Account Number: [Your EPF Account Number]
- UAN Number: [Your UAN Number]
- Purpose of withdrawal: [Specify reason, e.g., job change, retirement, etc.]
- Duration of service: [Specify duration]

I have enclosed all necessary documents, including my EPF passbook, withdrawal form, and identification proof, to facilitate the processing of my request.

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

Should you require any further information or documents, please feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

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