

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: PF Claim Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) accumulation as I have recently [joined a new company/retired/delivered my resignation].

My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID]
- Period of Employment: [Start Date] to [End Date]

I kindly request you to process my PF claim at your earliest convenience. Attached are the necessary documents to facilitate this process, including:

1. Filled PF withdrawal form
2. Copy of my resignation letter/relieving letter
3. Identity proof
4. Bank account details for the transfer

Please confirm the receipt of this request and let me know if any further information or documents are required.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]