

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Claim for Provident Fund Withdrawal

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) accumulated during my employment at [Company Name]. My PF account number is [PF Account Number].

As per the rules governing the Provident Fund, I am eligible to withdraw my accumulated funds due to [state reason such as resignation, retirement, etc.]. I have attached the necessary documents, including:

1. A copy of my resignation letter.
2. A copy of my identity proof.
3. Any additional documents required as per company policy.

I kindly request you to process my claim at your earliest convenience. Please let me know if you require any additional information or forms from my side.

Thank you for your prompt attention to this matter. I look forward to your positive response.

Sincerely,

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