

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

To,

The Regional Provident Fund Commissioner,  
[Office Address]

[City, State, Zip Code]

Subject: Application for Provident Fund Settlement

Dear Sir/Madam,

I am writing to formally request the settlement of my Provident Fund account, as I have recently left my job. Below are the details of my account:

- Name: [Your Name]
- EPF Account Number: [Your EPF Account Number]
- UAN: [Your Universal Account Number]
- Date of Leaving: [Date of Termination/Resignation]
- Previous Employer: [Name of Company]

I kindly request you to process the settlement at your earliest convenience. Please find attached the required documents, including:

1. Copy of the exit letter/relieving letter
2. KYC documents
3. Any other relevant documents

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

Sincerely,

[Your Name]