

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

[Recipient's Name]
[Company/Organization Name]
[Address]

[City, State, ZIP Code]

Subject: PF Claim Request

Dear [Recipient's Name],

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

My details are as follows:

- Name: [Your Full Name]
- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID]
- Date of Leaving: [Your Last Working Date]

Please find attached the necessary documents for processing my claim. I kindly request you to initiate the withdrawal at the earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]