

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

[Recipient Name]
[Recipient Title/Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Application for Provident Fund Withdrawal

Dear [Recipient Name],

I hope this letter finds you in good health. I am writing to formally request the withdrawal of my Provident Fund (PF) accumulated during my employment at [Your Company Name] from [Employment Start Date] to [Employment End Date].

****Details of Employment:****

- Employee ID: [Your Employee ID]
- Designation: [Your Designation]
- Department: [Your Department]
- PF Account Number: [Your PF Account Number]

****Reason for Withdrawal:****

I have decided to withdraw my PF due to [briefly mention the reason for withdrawal, e.g., resignation, financial need, etc.].

I have attached the necessary documents to support my application:

1. Photocopy of my Aadhaar card
2. Photocopy of my bank passbook (first page showing account details)
3. Relieving letter from [Your Company Name]
4. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. Please feel free to reach out to me if you need any more information or clarification regarding this request.

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

Sincerely,

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