

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

Dear [Recipient Name],

Subject: Application for Provident Fund Withdrawal

I hope this letter finds you well. I am writing to formally request the withdrawal of my provident fund accumulation as per the guidelines set forth by the company.

Details of my employment are as follows:

- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Designation: [Your Designation]
- Date of Joining: [Date of Joining]

The reason for this request is [briefly explain the reason, e.g., financial need, retirement, etc.].

I have attached all necessary documents including my identification proof and [any other required documentation] for your reference. Please let me know if you require any further information or documentation to process my request.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]