

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

To,

The Manager,

[PF Office Name]  
[PF Office Address]  
[City, Zip Code]

Subject: Application for Withdrawal of Provident Fund

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) accumulated with the [Name of Organization]. Below are the details pertinent to my application:

- \*\*Employee Name:\*\* [Your Name]
- \*\*Employee ID:\*\* [Your Employee ID]
- \*\*PF Account No:\*\* [Your PF Account Number]
- \*\*Company Name:\*\* [Name of Company]
- \*\*Date of Joining:\*\* [Date of Joining]
- \*\*Date of Resignation:\*\* [Date of Resignation]

I have attached all necessary documents including my resignation letter, identity proof, and bank details for the processing of my PF withdrawal. I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

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