

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

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

Subject: Application for Closure of Provident Fund Account

Dear [PF Officer's Name/Concerned Authority],

I hope this letter finds you well. I am writing to formally request the closure of my Provident Fund account with the following details:

- ****Name:**** [Your Full Name]
- ****PF Account Number:**** [Your PF Account Number]
- ****Date of Joining:**** [Your Joining Date]
- ****Date of Leaving:**** [Your Leaving Date, if applicable]
- ****Reason for Closure:**** [Briefly state the reason]

I have fulfilled all necessary requirements for closure, and I kindly request you to process my application at your earliest convenience.

Please find attached the necessary documents for your reference:

1. [List of documents, e.g., PF withdrawal form, identity proof, etc.]

Should you require any further information or clarification, please feel free to contact me on the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]