

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Application for Provident Fund Withdrawal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) as per the applicable rules and regulations.

**\*\*Details of My Employment:\*\***

- Name: [Your Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Date of Joining: [Your Joining Date]
- Date of Leaving: [Your Leaving Date]

**\*\*PF Account Details:\*\***

- PF Account Number: [Your PF Account Number]
- Reason for Withdrawal: [State reason - e.g., resignation, retirement, etc.]

I have attached the necessary documents to support my application, including:

1. Copy of my resignation letter/termination letter
2. Photocopy of my Aadhar card/PAN card
3. PF withdrawal form

I would appreciate your prompt attention to my request, and I look forward to receiving the funds at your earliest convenience.

Thank you for your cooperation.

Sincerely,  
[Your Name]