

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

The Manager

[PF Department/Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Application for Provident Fund Withdrawal

Dear Sir/Madam,

I am writing to formally request the withdrawal of my Provident Fund (PF) amount. Below are my details for your reference:

- **Name:** [Your Full Name]
- **PF Account Number:** [Your PF Number]
- **Employee ID:** [Your Employee ID, if applicable]
- **Department:** [Your Department/Organization]
- **Date of Joining:** [Your Joining Date]
- **Date of Leaving:** [Your Leaving Date, if applicable]

The reason for my withdrawal is [briefly state the reason, e.g., resignation, retirement, medical emergency, etc.]. I have attached all necessary documents, including [list the documents you are attaching, e.g., resignation letter, ID proof, etc.], to facilitate the process. I kindly request you to process my application at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

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