

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's 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 account.

My details are as follows:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Reason for Withdrawal: [Briefly state reason, e.g., resignation, financial need, etc.]

I have attached all necessary documents, including my identification proof and relevant forms, to facilitate this process.

I kindly request your cooperation in processing my application at your earliest convenience. Should you require any further information, please feel free to contact me.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]