

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Provident Fund Balance

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my Provident Fund (PF) balance.

My details are as follows:

- **Name:** [Your Full Name]
- **PF Account Number:** [Your PF Account Number]
- **Employee ID:** [Your Employee ID]
- **Company Name:** [Your Company Name]

I would appreciate it if you could provide me with the current balance and any relevant details regarding my PF account at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]