

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

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

Subject: Urgent Request for Provident Fund Withdrawal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the urgent withdrawal of my Provident Fund (PF) accumulated with [Company's Name]. Due to [brief explanation of your situation, e.g., medical emergency, financial need, etc.], I find it necessary to access my PF funds at the earliest possible date.

My PF account details are as follows:

- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID]

I understand the procedures involved in the withdrawal process and assure you that I have attached all required documentation, including [list any documents you are including, e.g., ID proof, PF withdrawal form, etc.], to facilitate a swift processing.

I would greatly appreciate your assistance in expediting this request, considering the urgency of my circumstances. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]