

[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: Request 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) accumulated during my employment at [Company Name].

My details are as follows:

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

Please find attached the necessary documents required for processing my request. I kindly ask you to initiate the withdrawal process at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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