

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

To,

The Manager

[EPFO Office Name]
[EPFO Office Address]
[City, State, Zip Code]

Subject: Application for Withdrawal of Provident Fund

Dear Sir/Madam,

I, [Your Name], am writing to request the withdrawal of my Employee Provident Fund (EPF) contributions. My EPF account number is [Your EPF Account Number].

I am currently employed with [Your Company Name] and have been contributing to my EPF account since [Start Date of Contribution]. Due to [mention reason for withdrawal, e.g., resignation, retirement, financial need, etc.], I would like to initiate the withdrawal process.

Please find attached the required documents for your reference:

1. Copy of my [mention ID, e.g., Aadhar Card, PAN Card, etc.]
2. Form 19 and Form 10C (if applicable)
3. Salary slip (if required)
4. Any other relevant documents

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Employee ID (if applicable)]