

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

To,

The Officer In Charge,

[PF Office Name]

[PF Office Address]

[City, State, ZIP Code]

Subject: Request for Closure of PF Account

Dear Sir/Madam,

I am writing to request the closure of my Provident Fund (PF) account.

Below are the details of my PF account:

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

I have completed the necessary formalities and have resigned from my position at [Organization Name] on [Resignation Date].

I kindly request you to process the closure of my PF account and initiate the settlement at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]