

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

To,

The Manager

[PF Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Request for PF Balance Statement

Dear Sir/Madam,

I hope this message finds you well. I am writing to kindly request the balance statement for my Provident Fund (PF) account. My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN: [Your Universal Account Number] (if applicable)
- Date of Joining: [Your Date of Joining]
- Date of Leaving: [Your Date of Leaving] (if applicable)

I would appreciate it if you could provide me with the balance statement at your earliest convenience, as I require this information for my financial planning.

Thank you for your assistance.

Sincerely,

[Your Name]