

[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: Submission of PF Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my claim for the withdrawal of my Provident Fund (PF) balance.

Here are the necessary details:

- \*\*Employee Name:\*\* [Your Name]
- \*\*PF Account Number:\*\* [Your PF Account Number]
- \*\*Date of Joining:\*\* [Your Joining Date]
- \*\*Date of Leaving:\*\* [Your Leaving Date]
- \*\*Last Drawn Salary:\*\* [Your Last Salary]

I have attached the required documents for your reference and processing of my claim:

1. Copy of resignation letter
2. Copy of leaving certificate
3. PF withdrawal form
4. Identity proof (Aadhar/PAN)
5. Bank details for fund transfer

I kindly request you to process my claim at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]