

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

The Manager  
Provident Fund Department  
[Company Name or Authority]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Provident Fund Claim Settlement

Dear [Manager's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to formally request the settlement of my Provident Fund (PF) claim.

**\*\*Details of My Employment:\*\***

- Employee Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Date of Joining: [Your Joining Date]
- Date of Leaving: [Your Leaving Date]
- Reason for Leaving: [Reason for Leaving, e.g., resignation, retirement, etc.]

**\*\*PF Account Details:\*\***

- PF Account Number: [Your PF Account Number]
- UAN (Universal Account Number): [Your UAN]

I have attached all the necessary documents including my resignation letter, bank account details (for the transfer of funds), and any other required forms as per the PF withdrawal process.

I kindly request you to process my PF claim at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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]