

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

To,

The Manager,
[Insurance Company/Bank Name]
[Company Address]
[City, State, Zip Code]
Subject: PF Withdrawal Request

Dear [Manager's Name],

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

My details are as follows:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Reason for withdrawal: [State the reason, e.g., job change, medical emergency, etc.]

I have attached all the necessary documents, including my identity proof, bank details, and resignation letter (if applicable). I kindly request you to process my application at the earliest convenience.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]