

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

To,

The Manager,
[EPF Office/Company Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Withdrawal

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my Provident Fund (PF) as per the guidelines laid out by the Employee Provident Fund Organization (EPFO).

My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN Number: [Your UAN Number]
- Date of Leaving: [Your Last Working Day]

Due to [briefly mention reason, e.g., "my decision to change my employment" or "my financial needs"], I would like to initiate the withdrawal process for my PF account. I have attached the necessary documents for your reference, including:

1. A copy of my resignation letter
2. KYC documents (Aadhar, PAN, etc.)
3. Bank account details for crediting the amount

I request you to process my application at your earliest convenience.

Should you need any additional information or documentation, please feel free to contact me at the provided phone number or email address.

Thank you for your assistance.

Sincerely,

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