

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

To,

The Regional Provident Fund Commissioner,  
[Regional EPFO Office Address]  
[City, State, Zip Code]

Subject: Withdrawal of Provident Fund

Dear Sir/Madam,

I, [Your Name], am writing to formally request the withdrawal of my Provident Fund. My details are as follows:

- EPF Account Number: [Your EPF Account Number]
- UAN: [Your Universal Account Number]
- Member ID: [Your Member ID]
- Employer Name: [Your Employer's Name]

I have recently [mention the reason for withdrawal, e.g., resigned from my job/retired/relocated]. I understand the process can be initiated online, and I have completed the necessary steps on the EPFO portal.

Please find attached the required documents for your reference:

1. Aadhar Card (for KYC verification)
2. Bank Account Statement/Cancelled Cheque
3. [Any other documents if required]

I kindly request you to process my application at your earliest convenience. If you need any further information, please feel free to contact me via the details mentioned above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]