

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

To,

The Branch Manager

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Request for PPF Withdrawal

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of funds from my Public Provident Fund (PPF) account [Account Number: XXXXXXXX] held at your branch.

As per the guidelines, I understand that I am eligible to withdraw from my PPF account, and I would like to initiate the withdrawal process for [mention the amount or reason for withdrawal, if necessary].

Please find attached the necessary documents to facilitate this request, including [list any documents such as identity proof, PPF passbook, withdrawal form, etc.].

I kindly request you to process my withdrawal at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature]  
[Your Name]