

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

[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Closure of PPF Account

Dear [Manager's Name or Customer Service],

I hope this letter finds you well. I am writing to formally request the closure of my Public Provident Fund (PPF) account maintained at your branch.

Account Details:

- Account Holder Name: [Your Name]
- PPF Account Number: [Your Account Number]

I have decided to close my PPF account due to [reason for closure, if desired, e.g., reaching maturity, personal financial needs]. I kindly request you to process the closure and provide me with the funds available in the account.

Please let me know if there are any forms or documentation needed from my side to complete this process. I appreciate your assistance and support in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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