

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

The Branch Manager

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

Subject: Request for Withdrawal from PPF Account

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, with the account number [Your PPF Account Number].

As per the regulations, I understand that I am eligible to make a partial withdrawal after completing the minimum lock-in period of [insert applicable number of years]. I would like to withdraw the amount of [insert amount you wish to withdraw] from my PPF account.

Please find attached the necessary documents for processing my request, including a copy of my identity proof and the PPF passbook.

I kindly request you to process this withdrawal at your earliest convenience and inform me once the transaction has been completed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]