

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

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

Subject: Closure of PPF Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the closure of my Public Provident Fund (PPF) account with the account number [Your PPF Account Number].

I have completed the mandatory lock-in period and would like to withdraw the total balance in my account. Please find attached a copy of my identity proof and any other required documents for your reference.

I request you to process my application at your earliest convenience and provide me with confirmation once the account has been closed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]