

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

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

Subject: Maturity Claim for PPF Account No. [Your PPF Account Number]

Dear [Manager's Name or appropriate title],

I hope this letter finds you well. I am writing to formally request the maturity claim for my Public Provident Fund (PPF) account bearing the number [Your PPF Account Number], which is set to mature on [Maturity Date].

I have enclosed the necessary documents for your reference, including:

1. A copy of my PPF passbook
2. A government-issued ID copy
3. [Any other document, if necessary]

I would kindly request you to process my claim at your earliest convenience. Please let me know if you require any additional information or documentation to expedite the process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]