

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

To,

The Branch Manager

[Bank/Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Partial Withdrawal from PPF Account

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to request a partial withdrawal from my Public Provident Fund (PPF) account, Account Number: [Your PPF Account Number]. I would like to withdraw an amount of [Amount in Words] ([Amount in Numbers]) as per the rules governing the PPF scheme.

The reason for this withdrawal is [Briefly explain reason, e.g., medical expenses, education, etc.].

I have enclosed the necessary documents required for processing this withdrawal, including my identity proof and the duly filled withdrawal form.

I kindly request you to process my application at your earliest convenience. If you require any further information or documents, please feel free to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]