

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

[Recipient's Name]
[Recipient's Designation]
[Financial Institution Name]
[Institution's Address]
[City, State, ZIP Code]

Subject: Application for Withdrawal from PPF Account

Dear [Recipient's Name],

I am writing to formally request the withdrawal of funds from my Public Provident Fund (PPF) account, bearing the account number [Your Account Number].

I would like to withdraw [Amount] from my account as permitted under the rules and regulations governing PPF withdrawals. The reason for this withdrawal is [Brief Explanation].

Please find enclosed the required documents for your reference:

1. Copy of my PPF passbook
2. Identity proof
3. [Any other relevant document]

I kindly request you to process this application at your earliest convenience. Thank you for your assistance.

Sincerely,

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