

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

To,

The Branch Manager

[Bank's Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for PPF Withdrawal

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, bearing account number [Your PPF Account Number].

I wish to withdraw an amount of [Amount to be withdrawn] from my account, as per the prevailing guidelines regarding partial withdrawals. This amount is required for [mention reason, e.g., medical expenses, education, etc.].

Please find attached the necessary documents required for processing this withdrawal request.

I would appreciate your prompt assistance in this matter. Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your PPF Account Number]

[Attachments: any required documents]