To Date:

The XYZ Company Ltd, Place:

Employer Address.

From

Name of the EPF member,

PF member Id:

UAN Number:

Sub: Request For PF Final Settlement

Dear Sir,

Please find enclosed PF withdrawal forms of mine along with supporting documents like cancelled cheque and please let me know if I need any further information or documents.

Here are the details of the documents which I have submitted:

|  |  |
| --- | --- |
| **S No** | **Name of the documents** |
| 1 | PF form 19 |
| 2 | PF form 10C |
| 3 | Cancelled cheque copy |

I request you to please attest the documents and submit them to PF office

Sincerely,

Signature of the EPF member.