

To

The Public Information Officer,

[Address of concerned EPFO Office]

Subject: Request for Information Regarding Status of EPF Claim under RTI Act, 2005

Respected Sir/Madam,

I, [Your Name], holding UAN [Your UAN] and EPF Claim Number [Your Claim Number], had submitted my claim for withdrawal/transfer of my EPF amount on [Date of Submission]. Till date, I have not received any update on the progress of my application.

As per the RTI Act, 2005, kindly provide the following information regarding my EPF claim:

1. Current status and day-to-day progress of my EPF claim (Claim ID: [Your Claim Number]).
2. Names and designations of officers who have processed/handled my claim so far.
3. Reasons for the delay in processing the claim, if any.
4. Copy of relevant note sheets/file notings relating to my application.
5. As per the citizen charter, the expected time for resolution of such claims.

I have paid the prescribed RTI application fee of Rs. 10/-.

Kindly send the information to my address/email below.

Thank you.

Yours faithfully,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]