

**To**  
The Secretary  
Oil India Pension Fund  
Superannuation Section, F&A Department  
Near industrial Canteen, Duliajan, Assam-786602

**Date:** \_\_\_\_\_

**Subject:** Request for Release of Outstanding Amount against 1/3rd Commutation of Pension

**Sir,**

I, Mr./Ms. \_\_\_\_\_ (Ex-Oil ID: \_\_\_\_\_), / I/We, being the nominee(s) of Late \_\_\_\_\_ (Ex-Oil ID: \_\_\_\_\_), request the release of the outstanding amount payable to me/us against the 1/3rd commutation of pension under the Oil India Pension Fund (OIPF).

Please find enclosed the following documents for your kind consideration and necessary processing:

1. NEFT Mandate Form
2. Self-attested copy of PAN Card
3. Self-attested copy of Aadhaar Card
4. Cancelled Cheque

I/We request you to process the same and arrange for the early release of the outstanding amount.

Thanking you,

Yours faithfully,

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Mobile No.:** \_\_\_\_\_  
**Email ID:** \_\_\_\_\_