

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

To,  
The Regional Provident Fund Commissioner,  
Employees' Provident Fund Organisation,  
[Branch Address]  
[City, State, ZIP Code]

Subject: Request for Change of Address

Dear Sir/Madam,

I am writing to request an update to my address details in the EPF records. My details are as follows:

- Name: [Your Name]
- EPF Account Number: [Your EPF Account Number]
- Current Address: [Your Current Address]
- New Address: [Your New Address]

I have attached relevant documents (such as proof of new address) to facilitate the change.

I kindly request you to process my application at your earliest convenience.

Thank you for your assistance.

Yours faithfully,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation] (if applicable)

[Your Organization] (if applicable)