

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

To,

The Regional Office,
Employee Provident Fund Organization (EPFO)
[Office Address]

[City, State, Zip Code]

Subject: Request for Alteration of Service Details

Dear Sir/Madam,

I am writing to request an alteration of my service details registered with the EPFO. Please find the necessary details below:

- **Member Name:** [Your Name]
- **PF Account Number:** [Your PF Account Number]
- **Universal Account Number (UAN):** [Your UAN]
- **Previous Service Details:**
 - **Name of Employer:** [Previous Employer Name]
 - **Period of Service:** [Start Date] to [End Date]
- **New Service Details:**
 - **Name of Employer:** [New Employer Name]
 - **Period of Service:** [Start Date] to Present

I have enclosed the relevant documents to support my request, including [list any documents you are enclosing, such as appointment letters, resignation letters, etc.].

I kindly request you to update my service records accordingly. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]