

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

The Regional Provident Fund Commissioner,  
Employees' Provident Fund Organization (EPFO),  
[Office Address]  
[City, State, PIN Code]

Subject: Request for Name Correction in EPF Records

Dear Sir/Madam,

I am writing to request a correction of my name in the EPF records. My details are as follows:

**\*\*EPF Account Number:\*\*** [Your EPF Account Number]

**\*\*Name as per EPF Records:\*\*** [Incorrect Name]

**\*\*Correct Name:\*\*** [Correct Name]

**\*\*Date of Birth:\*\*** [Your Date of Birth]

**\*\*UAN Number:\*\*** [Your UAN Number]

I have enclosed copies of the following documents for verification:

1. [Document 1: e.g., Aadhar Card]
2. [Document 2: e.g., PAN Card]
3. [Any other supporting document]

I kindly request you to process the correction at your earliest convenience. Please let me know if you need any further information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]