

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

To,

The Manager

Provident Fund Office

[Office Address]

[City, State, Zip Code]

Subject: Request for Correction of PF Details

Dear Sir/Madam,

I am writing to request a correction of my Provident Fund details. Below are the details that need to be amended:

**\*\*Member Details:\*\***

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- Date of Birth: [Your Date of Birth]

**\*\*Incorrect Details:\*\***

- [Specify the incorrect details]

**\*\*Correct Details:\*\***

- [Specify the correct details]

I have attached supporting documents for your reference. I kindly request you to update my records at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]