

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

The Manager

[PF Office Name]
[PF Office Address]
[City, State, ZIP Code]

Subject: Request for Update of Nomination

Dear Sir/Madam,

I am writing to request an update to my nomination details associated with my Provident Fund account. Below are my details for your reference:

- PF Account Number: [Your PF Account Number]
- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Current Nominee: [Current Nominee's Name]
- New Nominee: [New Nominee's Name]
- Relationship with New Nominee: [Relationship]
- Date of Birth of New Nominee: [DOB DD/MM/YYYY]

I kindly request you to update my nomination as per the details provided above. Please let me know if you require any additional information or documentation to complete this process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]