

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

The Manager

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for PF Transfer

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Provident Fund (PF) account from [Current Employer's Name] to my new employer, [New Employer's Name].

My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN: [Your Universal Account Number]
- Employment Period: [Start Date] to [End Date]

I have attached the necessary documents, including my new employer's EPF account details and my resignation letter for your reference.

I kindly request your assistance in facilitating the transfer process at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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