

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

The Manager

[EPF Office Name]  
[EPF Office Address]  
[City, State, Zip Code]

Subject: Request for PF Transfer

Dear Sir/Madam,

I am writing to request the transfer of my Provident Fund (PF) account from my previous employer [Previous Employer's Name] (PF Account No: [Your PF Account Number]) to my current employer [Current Employer's Name] (PF Account No: [Your New PF Account Number]).

I joined [Previous Employer's Name] on [Joining Date] and worked there until [Relieving Date]. Due to my recent change of employment, I would like to consolidate my PF account for ease of management.

Please find enclosed the necessary documents required to process my request, including:

1. Copy of my identity proof
2. Copy of the PF withdrawal/transfer form
3. Other supporting documents (if any)

I kindly request you to process my PF transfer at the earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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