

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for PF Nomination Update

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an update to my Provident Fund (PF) nomination details.

My details are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]

I would like to update my nomination as follows:

- Name of Nominee: [Nominee's Name]
- Relationship: [Relationship to Nominee]
- Date of Birth: [Nominee's Date of Birth]
- Address of Nominee: [Nominee's Address]

Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Department]