

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

The Manager

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

Subject: Application for PF Transfer

Dear [Manager's Name],

I am writing to formally request the transfer of my Provident Fund (PF) account from [Current Company/Organization Name] to [New Company/Organization Name].

I have recently joined [New Company/Organization Name] as a [Your Designation] on [Start Date] and wish to consolidate my PF accounts for better management of my retirement savings.

My PF account details in the current organization are as follows:

- PF Account Number: [Your PF Account Number]
- UAN Number: [Your UAN Number]

I have attached the necessary documents including my resignation letter, joining letter from the new company, and a copy of my PF passbook for your reference.

I kindly request you to process my PF transfer at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]