

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Transfer

Dear [Recipient Name],

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

My details are as follows:

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Number from Previous Employer]
- Current Employer's PF Account Number: [Your Current PF Number]
- Reason for Transfer: [Brief explanation, e.g., change of job, relocation, etc.]

I have attached all necessary documents including the PF transfer forms, identity proof, and a copy of my resignation letter from my previous employer for your reference.

I kindly request your assistance in facilitating this transfer at your 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 Name]