

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

To

The Manager

[Employee Provident Fund Organization]
[Office Address]
[City, State, Zip Code]

Subject: Request for Transfer of Provident Fund Account

Dear Sir/Madam,

I am writing to request the transfer of my Provident Fund (PF) account from my previous employer to my current employer. Below are the details of my PF accounts:

****Details of Previous Employment:****

- Employee Name: [Your Name]
- Previous Employer Name: [Previous Employer's Name]
- PF Account Number: [PF Account Number of Previous Employer]
- Date of Joining: [Joining Date]
- Date of Exit: [Exit Date]

****Details of Current Employment:****

- Current Employer Name: [Current Employer's Name]
- Current PF Account Number: [PF Account Number of Current Employer]
- Date of Joining: [Current Joining Date]

I kindly request you to process the transfer of my PF balance to my current PF account. Enclosed with this letter, you will find the necessary documents for your reference, including my KYC documents and the Transfer Form.

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

Sincerely,

[Your Name]
[Your Signature]