

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

The Manager

[Your Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Transfer of Provident Fund Account

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Provident Fund Account from my previous employer to my current employer.

Details of my previous employment are as follows:

- Employee ID: [Your Employee ID]
- Previous Employer: [Previous Company Name]
- PF Account Number: [Previous PF Account Number]

I kindly request you to initiate the transfer process at your earliest convenience. I have attached the necessary documents, including the Transfer Request Form and my previous employer's details, to facilitate this process.

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

Sincerely,

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