

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

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

Subject: Request for Provident Fund Transfer

Dear [Recipient's 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.

[Provide details about your previous employment, such as:

- Previous Employer's Name
- PF Account Number
- Duration of Employment]

I have recently joined [Current Employer's Name] on [Joining Date], and I would like to initiate the process for the transfer of my PF to ensure continuity in my retirement savings.

Please find the necessary documents attached:

1. Copy of my previous Employment Confirmation letter
2. Copy of my Bank Passbook/Account Statement
3. PF transfer application form (if applicable)

I kindly request you to process my application at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]