

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company's Name]
[Company's 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) account from my previous employer to my current PF account.

Details of my previous employment are as follows:

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

I have joined [Current Company Name] on [Joining Date], and my current PF account number is [Current PF Account Number].

I kindly request you to initiate the necessary procedures for the transfer of my PF amount at your earliest convenience. Please let me know if you require any additional information or documents to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]