

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

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Transfer of Provident Fund Account

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to request the transfer of my Provident Fund (PF) account from [Current Company Name] to my new employer, [New Company Name], due to my recent job change effective from [Start Date at New Company].

My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- Employee ID: [Your Employee ID]
- Date of Joining: [Date of Joining at Current Company]
- Date of Leaving: [Date of Leaving Current Company]

I would appreciate your assistance in facilitating this process. Kindly let me know if any further information or documentation is required from my side to expedite the transfer.

Thank you for your support.

Sincerely,

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