

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Provident Fund Office Name]
[Office Address]
[City, State, Zip Code]
Subject: Request for PF Balance Transfer
Dear Sir/Madam,

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

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

- ****Employer Name:**** [Previous Employer Name]
- ****PF Account Number:**** [Previous PF Account Number]
- ****Employment Duration:**** [Start Date] to [End Date]

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

- ****Current Employer Name:**** [Current Employer Name]
- ****PF Account Number:**** [Current PF Account Number]
- ****Employment Start Date:**** [Current Employment Start Date]

I have attached the necessary documents, including my previous and current PF account details and any identification required for the transfer.

I kindly request you to process this transfer at your earliest convenience. Please let me know if you need any further information. Thank you for your assistance.

Sincerely,

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

****Attachments:****

1. Copy of previous PF account statement
2. Copy of current PF account statement
3. Identification proof (Aadhar/PAN)
4. Any other relevant documents