

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

The Manager

[EPF Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for PF Transfer

Dear Sir/Madam,

I am writing to formally request the transfer of my Provident Fund (PF) account from my previous employer to my current employer for the sake of convenience.

Details of my PF Account are as follows:

- Name: [Your Full Name]
- UAN Number: [Your UAN Number]
- Previous Employer: [Name of Previous Employer]
- PF Account Number: [Previous PF Account Number]
- Current Employer: [Name of Current Employer]
- PF Account Number (if applicable): [Current PF Account Number]

I have attached all the necessary documents required for the transfer process, including:

1. Copy of my previous PF account statement
2. Employment confirmation letter from my current employer
3. Any other relevant documents

I kindly request that you initiate the transfer process at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me at the provided number or email.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]