

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: PF Transfer Application

I hope this letter finds you well. I am writing to formally request the transfer of my Provident Fund (PF) from my previous employer, [Previous Employer's Name], to my new account with [New Employer's Name].

My details are as follows:

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

I have attached the necessary documents, including my previous employment details and the PF transfer form.

I kindly request your prompt assistance in processing this transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]