

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

[Recipient Name]
[Recipient's Job Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: PF Transfer Confirmation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to confirm the transfer of my Provident Fund (PF) as per the request submitted on [Date of Request].

Please find the relevant details below:

- **Employee Name:** [Your Name]
- **Employee ID:** [Your Employee ID]
- **Previous PF Account Number:** [Old Account Number]
- **New PF Account Number:** [New Account Number]
- **Transfer Request Date:** [Date of Transfer Request]

I would appreciate it if you could provide me with a confirmation once the transfer has been processed.

Thank you for your attention to this matter.

Sincerely,

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