

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

To,

The Manager,

[Employee Provident Fund Organization (EPFO) Office Name]  
[Office Address]  
[City, State, PIN Code]

Subject: Request for Transfer of Provident Fund Account

Dear Sir/Madam,

I, [Your Name], am writing to request the transfer of my Provident Fund account from my previous employer to my current employer.

Details of my previous employment are as follows:

1. Name of Previous Employer: [Previous Employer Name]
2. PF Account Number: [Previous PF Account Number]
3. Employment Period: [From Date - To Date]

Details of my current employment are as follows:

1. Name of Current Employer: [Current Employer Name]
2. PF Account Number: [Current PF Account Number]
3. Employment Start Date: [Start Date]

I request you to kindly process the transfer of my PF amount at the earliest. Attached herewith are the necessary documents for your reference:

1. Form 13 (filled and signed)
2. Copy of previous and current employers' offers
3. Any other supporting documents

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Employee ID (if applicable)]