

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

The Manager

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

Subject: Request for PF Transfer

Dear [Manager's Name],

I hope this letter finds you well. I am writing to request the transfer of my Provident Fund account from my previous employer to my current employer. Below are the details pertinent to my request:

****Previous Employer's Details:****

- Company Name: [Previous Company Name]
- PF Account Number: [Your PF Account Number]
- Duration of Employment: [Start Date] to [End Date]

****Current Employer's Details:****

- Company Name: [Current Company Name]
- PF Account Number: [Your Current PF Account Number]
- Duration of Employment: [Start Date] to Present

I kindly request you to process the transfer of my Provident Fund as per the applicable guidelines. Attached are copies of my identity proof, previous employment details, and any other relevant documents required for the transfer process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]