

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

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

Subject: Request for Provident Fund Transfer

Dear [Recipient's Name],

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 current employer, [Current Employer's Name].

Below are my details for your reference:

- Employee ID at [Previous Employer's Name]: [Employee ID]
- PF Account Number: [PF Account Number]
- Current Employer's Details:
 - Employee ID: [Current Employee ID]
 - PF Account Number: [Current PF Account Number]

I have enclosed the necessary documents including my previous employment details and any forms required for the transfer process. I would appreciate your assistance in facilitating this request at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Current Employer's Name]
[Signature (if sending a hard copy)]