

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

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

Subject: Request for Provident Fund Transfer

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Provident Fund (PF) balance from [Current Employer's Name] to [New Employer's Name].

****Details of my Provident Fund account:****

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Name of the Fund: [Name of the Provident Fund]

I have recently joined [New Employer's Name] on [Joining Date] and would like to ensure that my PF contributions are consolidated under my new employer for seamless future benefits.

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]