

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Employer's Name or Provident Fund Office]
[Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Transfer

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of my Provident Fund from my previous employer, [Previous Employer's Name], to my current account under [Current Employer's Name]. Details of my employment are as follows:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID at Current Employer]
- Previous Employer: [Previous Employer's Name]
- Previous Employee ID: [Your Employee ID at Previous Employer]
- PF Account Number: [Your Provident Fund Account Number]

I kindly request you to initiate the transfer process at your earliest convenience. If any further information or documentation is required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

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