

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HR/Finance Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Provident Fund Transfer Request

Dear [HR/Finance Manager's Name],

I hope this message finds you well. I am writing to formally request the transfer of my Provident Fund account from [Current Employer's Name] to [New Employer's Name].

Details of my provident fund account are as follows:

- Employee ID: [Your Employee ID]
- Current Employer: [Current Employer's Name]
- New Employer: [New Employer's Name]
- Account Number: [Your PF Account Number]

I have attached the necessary documents to facilitate this transfer, including:

1. Copy of my resignation letter from [Current Employer's Name]
2. Acceptance letter from [New Employer's Name]
3. Any required forms (e.g., PF transfer form)

I kindly request you to process this transfer at your earliest convenience. Should you need any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]