

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

The Manager

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Transfer

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Provident Fund (PF) account from my previous employer [Previous Company Name] to my current PF account with [Current Company Name].

Details of my previous employment are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- PF Account Number (Previous Company): [Previous PF Account Number]
- Previous Company Name: [Previous Company Name]
- Date of Joining: [Joining Date in Previous Company]
- Date of Leaving: [Leaving Date in Previous Company]

I have attached the necessary documents, including my PF withdrawal form, identity proof, and any other required details. I kindly request you to process this transfer at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]