

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request the transfer of my Provident Fund (PF) account to my new employer, [Company Name], as I have recently joined your esteemed organization.

My details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- UAN: [Your Universal Account Number, if applicable]

I have attached the necessary documents for the PF transfer process, including:

1. Copy of my previous employer's PF withdrawal form
2. Aadhar card (or any valid ID)
3. Bank account details for the deposit

I would appreciate it if you could initiate the transfer process at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]