

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

To,

The Manager,

Employee Provident Fund Organisation,

[Office Address]

[City, State, Zip Code]

Subject: Request for Transfer of Provident Fund Account

Dear Sir/Madam,

I hope this letter finds you in good health. I am writing to formally request the transfer of my Provident Fund (PF) account from my previous employer to my current employer. Below are the details relevant to my request:

****Previous Employer Details:****

- Company Name: [Previous Employer's Company Name]
- PF Account Number: [Previous PF Account Number]
- UAN: [Universal Account Number]
- Date of Joining: [Joining Date]
- Date of Exit: [Exit Date]

****Current Employer Details:****

- Company Name: [Current Employer's Company Name]
- PF Account Number: [Current PF Account Number]

I understand that the transfer process will be initiated upon verification of my details, and I kindly request that you process this request at your earliest convenience. I have enclosed the necessary documents (such as my identity proof, and previous and current salary slips) for your reference.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]