

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

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Provident Fund Transfer

Dear [Employer's Name],

I hope this message finds you well.

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

My PF details are as follows:

- Name: [Your Name]
- PF Account Number: [Your PF Account Number]
- Previous Employer: [Previous Employer's Name]
- Previous Employer's PF Account Number: [Previous Employer's PF Account Number]

Kindly let me know if you require any further information or documentation to facilitate this process. I appreciate your assistance in ensuring a smooth transfer of my funds.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Department]