

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

Dear [Contractor's Name],

Subject: Request for Provident Fund (PF) Transfer

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

Details of my previous employment are as follows:

- Employee ID: [Your Employee ID]
- UAN Number: [Your UAN Number]
- Previous Company Name: [Previous Company Name]
- Date of Joining: [Start Date]
- Date of Leaving: [End Date]

I have attached all necessary documents, including my PF withdrawal form and any other required identification. Please let me know if you need any additional information to facilitate this process.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]
[Your Job Title]