

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

[Recipient's Name]  
[Recipient's Title]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for PPF Loan Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Public Provident Fund (PPF) loan, account number [Your PPF Account Number], from [Current Bank Name] to [New Bank Name].

Details of the loan are as follows:

- Loan Amount: [Amount]
- Date of Loan Sanction: [Date]
- Reason for Transfer: [Briefly explain reason]

I have ensured that there are no pending dues on my loan, and all repayments are up to date. I kindly request your assistance in facilitating this transfer at your earliest convenience.

Please let me know if you require any further documentation or information to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]