Visakhapatnam,

 Date: 13-09-2017

To,

Provident Fund commissioner,

PF Sub-regional office,

Marripalem Vuda Lay-out,

NAD Post,

Visakhapatnam-09

**Sub: Name Correction**

Respected Sir,

 Mr K Prasad is working in our company (XYZ Company Ltd) as Accountant in Finance department since 01-05-2016. In PF portal his name is mentioned as Mr. K Prasad ( PF No: GR/VSP/6000X/123) . But his actual full name is Koduru V V Prasad Kumar. Request you to make correction of his name to Koduru V V Prasad Kumar.

Thanking you in advance.

 Yours Sincerely,

 **P Srinivasa Rao.**

 **President**