To Place:

The PF Commissioner, Date:

PF Office,

Address.

Sub: Request for the date of joining correction.

Dear Sir/Madam,

 We, the \_\_\_\_\_\_\_\_\_\_\_\_(company name) writing this letter regarding date of joining correction of our employee Mr/Mrs\_\_\_\_\_\_\_\_\_\_\_\_\_\_(EPF member name), UAN :\_\_\_\_\_\_\_\_\_\_\_\_, PF member Id \_\_\_\_\_\_\_\_\_\_.

His actual date of joining is \_\_\_\_\_\_\_, but in PF portal it was wrongly mentioned as \_\_\_\_\_\_\_\_. So we are requesting you to please correct his date of joining to \_\_\_\_\_\_\_(write correct DOJ here).

Thanking you.

For the Company Name,

Authorized Signatory.