

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

To,

The Regional Provident Fund Commissioner,  
Employees' Provident Fund Organization (EPFO),  
[Office Address of EPFO]  
[City, State, Zip Code]

Subject: Submission of Annual Return for the Financial Year [Year]

Dear Sir/Madam,

We hereby submit the Annual Return for the financial year [Year] in compliance with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Details of the Annual Return are as follows:

1. \*\*Establishment Name:\*\* [Your Organization's Name]
2. \*\*Establishment Code:\*\* [Your Establishment Code]
3. \*\*Period of Return:\*\* [From Date] to [To Date]
4. \*\*Total Number of Employees:\*\* [Number]
5. \*\*Total Contributions:\*\* [Amount]

We affirm that the particulars provided in this return are true and correct to the best of our knowledge and belief.

We have attached the required documents along with this letter for your kind perusal.

Thank you for your attention to this matter. Please acknowledge receipt of this letter.

Yours sincerely,

[Your Name]  
[Your Designation]  
[Your Organization's Name]  
[Signature]