

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Request for PF Deposit

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request the deposit of my Provident Fund (PF) contribution for the period of [specific period].

Details are as follows:

- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Total PF Amount to be Deposited: [Amount]

I kindly ask you to process this request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]