

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Declaration of PF Contribution

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally declare my contributions towards the Provident Fund (PF) for the fiscal year [Year]. As a committed member of the organization, I understand the importance of consistent and accurate contributions to the PF, which plays a crucial role in financial security for all employees.

Below are the details of my PF contributions for your records:

1. **Employee Name:** [Your Name]
2. **Employee ID:** [Your Employee ID]
3. **Designation:** [Your Designation]
4. **Department:** [Your Department]
5. **Period of Contribution:** [Start Date] to [End Date]
6. **Monthly Contribution Amount:** [Amount]
7. **Total Contribution for the Year:** [Total Amount]

I confirm that the contributions were deducted from my monthly salary as per the company's policies and in accordance with the relevant Provident Fund regulations. Additionally, I understand that these contributions are subject to the guidelines set forth by the Employees' Provident Fund Organization (EPFO).

Please let me know if there are any discrepancies or if further information is required for the records. Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]