

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Annual Provident Fund Contribution Report for the Financial Year
[Year]

We are pleased to provide you with the Annual Provident Fund (PF) Contribution Report for the financial year [insert year]. This report details the contributions made by both the employer and employees towards the Provident Fund, in accordance with the statutory requirements.

****Summary of Contributions:****

- Total Employee Contribution: [Amount]
- Total Employer Contribution: [Amount]
- Total Contribution for the Year: [Amount]

****Detailed Breakdown:****

- January: [Amount]
- February: [Amount]
- March: [Amount]
- April: [Amount]
- May: [Amount]
- June: [Amount]
- July: [Amount]
- August: [Amount]
- September: [Amount]
- October: [Amount]
- November: [Amount]
- December: [Amount]

We appreciate your continued support and compliance with the PF regulations. Should you require any further information or clarification regarding this report, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]