

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Letter of Intent to Contribute to Provident Fund

I am writing to express my intent to make a contribution to the Provident Fund under [Company or Organization's Name]. Recognizing the importance of secure savings for the future, I am committed to supporting this initiative and contributing [specific percentage or amount] of my salary to the fund starting from [desired start date].

I understand that this contribution not only benefits my future savings but also adheres to the company's mission of promoting financial security among its employees. I appreciate the opportunity to participate in this important program and look forward to discussing any necessary steps to formalize my contribution.

Thank you for considering my request. Please let me know if you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]