

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of PF Contribution Amendment

Dear [Recipient Name],

We hope this message finds you well.

We are writing to inform you about an amendment to the Provident Fund (PF) contribution that will take effect from [effective date].

Details of the amendment are as follows:

- **\*\*Current Contribution Rate\*\***: [current rate]%
- **\*\*Revised Contribution Rate\*\***: [new rate]%
- **\*\*Effective Date\*\***: [effective date]

Please ensure that the necessary adjustments are made henceforth in compliance with the revised contribution rates.

Should you have any questions or require further clarification, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]