

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

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

Subject: PF Contribution Dispute

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally bring to your attention a dispute regarding my Provident Fund (PF) contributions. I have recently reviewed my PF statements and noticed discrepancies in the contributions made by [Company Name] for the period of [specific dates or months]. According to my records, the amounts contributed do not align with the expected contributions based on my salary and the company's contribution policy.

The details of the discrepancies are as follows:

- Month/Year: [specific month/year]
- Mentioned Contribution: [amount]
- Actual Contribution: [amount]
- Discrepancy: [amount difference]

I kindly request a thorough investigation into this matter and clarification on the contribution calculations. I would appreciate a prompt response, as this issue significantly impacts my PF account status.

Thank you for your attention to this matter. I look forward to your swift resolution.

Sincerely,

[Your Name]

[Your Employee ID] (if applicable)