

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Submission of PF Contribution for [Month/Year]

Dear [Recipient's Name],

We hope this letter finds you well.

This is to inform you that we have completed the calculation and submission of the Provident Fund (PF) contributions for the month of [Month/Year]. The details of the contributions are as follows:

- Total Number of Employees: [Number]
- Employee Contribution Amount: [Amount]
- Employer Contribution Amount: [Amount]
- Total Contribution Amount: [Total Amount]

We have attached the relevant forms and payment details along with this letter for your records. Please confirm the receipt of the contributions and do not hesitate to contact us if you require any further information or clarification.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]

[Enclosures: PF Contribution Form, Payment Receipt]