

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

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

Subject: Request for PF Contribution Details

Dear [Employer's Name],

I hope this message finds you well. I am writing to request detailed information regarding my Provident Fund (PF) contributions.

For my records and future planning, I would appreciate it if you could provide the following details:

1. Total contributions made by me and the company to my PF account.
2. The current balance in my PF account.
3. Any interest accrued on my PF contributions.

If you could send this information by [specific date, if applicable], I would greatly appreciate it. Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Employee ID (if applicable)]