

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for PF Contribution Adjustment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request an adjustment to my Provident Fund (PF) contributions for the period of [Insert Period].

Details of the adjustment request are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Current Contribution Amount: [Current Amount]
- Requested Adjustment Amount: [Requested Amount]
- Reason for Adjustment: [State the Reason]

I believe that an adjustment is necessary due to [explain briefly the reason, e.g., payroll discrepancies, erroneous deductions, etc.]. I have attached relevant documentation to support my request.

I kindly ask for your prompt attention to this matter and look forward to your response. Please feel free to contact me if you require any further information or clarification.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]