

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Provident Fund Addition Post Salary Revision

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an update to my Provident Fund contributions following my recent salary revision effective [Effective Date of Salary Revision].

As per the new salary structure, my gross salary has been revised to [New Salary Amount], which necessitates an adjustment in my PF contribution accordingly. I would like to ensure that this change is reflected in my PF account to comply with the organization's policies and government regulations.

Could you please initiate the necessary adjustments at your earliest convenience? If any additional information or documentation is required on my part, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Job Title]
[Employee ID]