To Place:

The HR Manager, Date:

ABC Foundation,

Hyderabad.

Sub: Application for VPF (Voluntary Provident Fund)

Dear Sir,

 This is a kind request to include me under voluntary PF contribution. At present, PF is deducting on my ceiling basic wage of 15000 RS. But my actual basic wage is 25000 Rs. Now I would like to contribute PF on my full basic wage of 25000 Rs under VPF. So please do the needful.

Here are my PF details:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PF Member ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking you.

Regards,

\_\_\_\_\_\_\_\_\_\_\_