To Place:

The HR Manager, Date:

ABC Foundation,

Hyderabad.

Sub: Request to increase PF contribution

Dear Sir,

This is to bring your kind notice that recently my basic was increased but still, PF deduction is happening on my previous basic wage. Here I am requesting you to please increase my PF deduction as per my new basic wage.

Here are my PF details:

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

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

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

Thanking you.

Regards,

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