**To** Place:

The Human Resources Department, Date:

Company Name,  
Address.

Sub: Voluntary Provident Fund (VPF) Contribution Request

Dear HR Team,

I wish to enrol in the Voluntary Provident Fund (VPF) scheme from **1st January 2024**. Please initiate an additional monthly deduction of **Rs 3,000**, which is 10% of my basic wage (**Rs 30,000),** towards VPF.

**Details:**

* UAN : [Your UAN]
* Employee Name : [Your Name]
* Designation : [Your Designation]
* Department : [Your Department]
* Application Date : [Date of Application]

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature]