Date:

[Your Name]  
[Designation]  
[Company Name]

Subject: To whom it may concern

1. I am (mention your name) working in (mention the department) on the post of (mention your designation).
2. I hereby, authorize (write the name of the employer) to deduct (mention the amount) from my salary for volunteer work for February.
3. I confirm here that I have received the announcement from the company about my contribution to volunteer work. Therefore, I have decided to play my role.
4. I wish the deducted salary to be spent on the welfare of kids.

I consent to receive information regarding the deduction via email and letter.

Name of the sender.

Signatures:

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