

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Acknowledgment of PF Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to acknowledge the receipt of my application for the Provident Fund (PF), submitted on [date of application].

This letter serves to confirm that my application is in process, and I appreciate your attention to this matter.

If you require any further information or documentation to assist with my application, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]