

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

[ UIF Office Address]  
[City, State, Zip Code]

Subject: UIF Claim Submission

Dear [Recipient's Name/ UIF Claims Department],

I hope this letter finds you well.

I am writing to formally submit my claim for benefits from the Unemployment Insurance Fund (UIF), as I have recently become unemployed due to [briefly explain reason for unemployment, e.g., retrenchment, company closure, etc.].

Please find enclosed the necessary documentation to support my claim, including:

- A copy of my ID
- My last payslip
- A letter from my employer confirming my termination of employment
- Any other relevant documents

I understand that it may take some time to process my claim, but I would appreciate your prompt attention to this matter as it is crucial for my financial stability.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]