

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

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

Subject: Claim for Unemployment Insurance Fund Benefits

Dear [UIF Officer's Name or "To Whom It May Concern"],  
I am writing to formally lodge a claim for benefits from the Unemployment Insurance Fund (UIF) after my recent termination from [Your Employer's Name] on [Date of Termination]. My employee ID was [Employee ID Number], and I worked as [Your Job Title].

The circumstances leading to my termination were [briefly explain reason for termination, e.g., company downsizing, redundancy, etc.]. I believe I qualify for UIF benefits as I have been employed for [duration of employment] and have contributed to the UIF during my tenure.

Enclosed with this letter are the following documents to support my claim:

1. Completed UIF claim form (UI-19)
2. Copy of my ID
3. Certificate of Service from [Employer's Name]
4. Payslips for the last [number of months]
5. Any other relevant documentation [additional documents, if applicable]

I kindly request that my claim be processed promptly, and I would appreciate any guidance on the next steps or additional information needed.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]