

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

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

Subject: Request for Support with UIF Claim

Dear [UIF Office Name/ Claim Officer's Name],

I hope this letter finds you well. I am writing to request assistance regarding my Unemployment Insurance Fund (UIF) claim, which I submitted on [date of submission].

My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Claim Reference Number: [Your Claim Reference Number]
- Employment Period: [Your Employment Dates]

I have encountered [briefly explain the issue or delay you are facing, e.g., lack of communication, delayed payment, etc.] and would appreciate your support in resolving this matter.

I have attached [mention any relevant documents, e.g., proof of employment, previous correspondence, etc.] for your reference.

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]