

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

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

Subject: UIF Claim Request

Dear [UIF Officer's Name/Title],

I hope this letter finds you well. I am writing to formally request assistance in filing a claim for the Unemployment Insurance Fund (UIF) benefits.

My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment History: [Briefly outline your employment history]
- Reason for Unemployment: [Specify the reason, e.g., retrenchment, dismissal, etc.]
- Last Date of Employment: [Last working date]

Attached to this letter, please find the necessary documents, including:

1. Copy of my ID
2. Employment contract
3. Letter of termination/retrenchment
4. Any other relevant documents

I kindly request that my claim be processed at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]