

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

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

Subject: Letter of Intent for UIF Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to submit a claim for the Unemployment Insurance Fund (UIF) benefits due to [briefly explain the reason for your unemployment, e.g., termination, retrenchment, etc.], which occurred on [date of event].

As a result of this unfortunate circumstance, I am seeking assistance through the UIF program to support me during this transitional period. I have ensured that all necessary documentation is in order, including:

1. Proof of employment (e.g., payslips, employment contract)
2. Bank statements
3. Identity document
4. Termination letter

I understand the process and requirements for submitting my claim and am committed to following through promptly. I would appreciate your guidance on any additional steps I should take to expedite this process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]