

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

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

Subject: UIF Claim Submission

Dear [Recipient Name],

I am writing to formally submit my claim for unemployment insurance benefits under the Unemployment Insurance Fund (UIF).

****Personal Details****

- Full Name: [Your Name]
- ID Number: [Your ID Number]
- Contact Number: [Your Phone Number]
- Employment History: [Brief overview of your previous employment]

****Claim Details****

- Date of Unemployment: [Start date of unemployment]
- Reason for Unemployment: [Brief explanation]
- Last Employer: [Employer's Name]
- Employment Period: [Start date - End date]

Enclosed with this letter are the following documents required for processing my claim:

1. Completed UIF Claim Form (UI-2.1)
2. Certified copy of my ID
3. Proof of termination of employment
4. Any additional supporting documents

I kindly request that my application be processed at your earliest convenience. If you require any further information or clarification, 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]