

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

Dear Sir/Madam,

Subject: UIF Claim Submission

I am writing to formally submit my claim for unemployment benefits under the Unemployment Insurance Fund (UIF). My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employer: [Name of Employer]
- Employment Duration: [Start Date] to [End Date]
- Reason for Unemployment: [Briefly state the reason]

I have attached the required documentation, including:

1. Copy of my ID
2. Proof of employment
3. Record of my last pay slip
4. Completed UIF claim form

Please let me know if further information is required to process my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]