

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

[Date]  
[Department of Employment and Labour]  
[UIF Claims Office Address]  
[City, State, Zip Code]

Subject: UIF Claim Correspondence

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to inquire about the status of my Unemployment Insurance Fund (UIF) claim submitted on [submission date]. My personal details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Claim Reference Number: [Your Claim Reference Number]

I would appreciate any updates regarding my claim status and any further information or documentation that may be required from my side to expedite the process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]