

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

[Date]
[Unemployment Insurance Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Follow-Up on UIF Claim [Claim Number]

Dear [Officer's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to follow up on the status of my Unemployment Insurance Fund (UIF) claim submitted on [Submission Date]. My claim number is [Claim Number].

I understand that these processes can take time, but I would appreciate any updates you can provide regarding the progress of my claim and the expected timeline for resolution.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]