

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

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

Subject: Inquiry Regarding UIF Claim

Dear [UIF Office/Specific Contact Name],

I hope this letter finds you well. I am writing to inquire about the status of my Unemployment Insurance Fund (UIF) claim submitted on [date of submission]. My claim reference number is [claim number].

Despite following up on this matter through [mention any previous communication or methods], I have not received a satisfactory update. I understand that processing times may vary, but I would appreciate any information regarding the status of my claim and any further actions required on my part.

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)]