

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

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

Subject: UIF Claim Support Letter

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally support my claim for Unemployment Insurance Fund (UIF) benefits. My details are as follows:

****Claimant Information:****

Full Name: [Your Full Name]

ID Number: [Your ID Number]

Claim Reference Number: [Your Claim Number]

I have been employed at [Company Name] from [Start Date] until [End Date] where I was employed as [Your Job Title]. Due to [the reason for unemployment, e.g., retrenchment, company closure, etc.], I am now seeking assistance from the UIF.

Attached to this letter, you will find copies of the following documents to support my claim:

1. [Document 1, e.g., Letter of termination]
2. [Document 2, e.g., Last payslip]
3. [Document 3, e.g., UIF registration confirmation]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]