

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department Name]  
[Agency/Organization Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: UIF Financial Assistance Claim

Dear [Recipient Name],

I am writing to formally submit my claim for financial assistance through the Unemployment Insurance Fund (UIF).

Personal Details:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Contact Number: [Your Contact Number]
- Employment History: [Brief Employment History]
- Reason for Claim: [Reason for Unemployment]

Attached to this letter are the necessary documents to support my claim, including:

1. Copy of my ID
2. Proof of employment (e.g., pay slips, termination letter)
3. Completed UIF claim form
4. [Any other relevant documents]

I appreciate your prompt attention to my claim, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]