

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

Subject: UIF Payment Issues

Dear [Recipient Name],

I hope this letter finds you well. I am writing to bring to your attention an issue I am experiencing with my UIF payments.

I have been a registered contributor to the UIF since [insert date], however, I have not received my due payments for the period of [insert specific dates]. Despite my efforts to resolve this matter via [mention any previous communication or attempts], I have yet to receive a satisfactory response.

My UIF reference number is [insert UIF number], and I have attached relevant documentation to support my claim. I kindly request your assistance in resolving this issue at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]