

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

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

Subject: Inquiry Regarding UIF Payment

Dear [UIF Office/Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my Unemployment Insurance Fund (UIF) payment.

My details are as follows:

- Name: [Your Full Name]
- ID Number: [Your ID Number]
- UIF Reference Number: [Your UIF Reference Number]
- Date of Application: [Date of Application]

I submitted my application on [submission date] and was expecting to receive the payment by [expected payment date]. However, as of today, I have not yet received any confirmation or payment.

I would greatly appreciate it if you could provide me with an update on my application status and any information regarding the expected timeline for the payment.

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

Sincerely,  
[Your Name]