

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

Dear [Recipient's Name],

Subject: Follow-Up on UIF Payment

I hope this message finds you well. I am writing to follow up on the status of my Unemployment Insurance Fund (UIF) payment, which I submitted on [date of submission]. According to my records, the expected processing time has passed, and I have yet to receive the payment.

I would appreciate any updates regarding my application status, as well as any additional information you might need from my side to expedite the process.

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

Sincerely,

[Your Name]

[Your UIF Reference Number]