

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for UIF Payment Status

I hope this message 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]

I submitted my application on [Date of Application] and would appreciate any updates regarding the processing of my claim.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]