

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

[Recipient Name]
[Institution/Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: UIF Payment Correspondence

I hope this letter finds you well.

I am writing to inquire about the status of my UIF payment, which was submitted on [submission date]. According to my records, I have not yet received the payment, and I would greatly appreciate your prompt assistance in resolving this matter.

Details of my UIF claim are as follows:

- UIF Claim Number: [Claim Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- ID Number: [Your ID Number]
- Date of Employment Termination: [Termination Date]

If there are any additional documents or information required from my side, please let me know, and I will provide it as soon as possible.

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

Sincerely,

[Your Name]