TPA Communication Template Instructions

October 2026

Option 1: Use the Outlook Template (.oft)

Best choice for users of Microsoft Outlook for Windows (desktop app).

Note: This template is an Outlook-specific .oft file. If you're using Gmail, Apple Mail, mobile mail apps, Outlook on the web, or Outlook for Mac, the .oft format may not open, may not be available, or may not function as intended.

Download Employer Letter Template (.oft file)

Download TPA Assignment Form Letter Template (.oft file)

1. Click the link above to download the **.oft file** for the desired document.
2. Select the downloaded .oft file and click **Open**. A new Outlook message will open automatically OR select Outlook from the "open with" options.
3. In the new Outlook email that will open using the template, update the hello greeting at the top and the name field at the bottom of the message and add a subject line.
4. Send the personalized email to your employer(s).

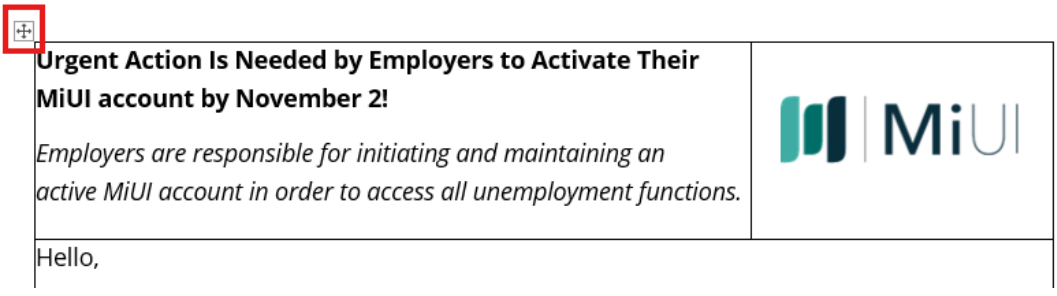
Option 2: Use the Word Template

Best choice for users of other email services (Gmail, Apple Mail, mobile apps, etc.) that can't use the .oft file.

Download Employer Letter Template (Word file)

Download TPA Assignment Form Letter Template (Word file)

1. Click the link above to download the **Word document** for the desired document.
2. Select the downloaded Word document and click **Open**.
3. Click the box in the top left corner of the table to select the full table with the header, MiUI graphic, and body text (see screenshot below).



Urgent Action Is Needed by Employers to Activate Their MiUI account by November 2! *Employers are responsible for initiating and maintaining an active MiUI account in order to access all unemployment functions.*	MiUI
Hello,	

4. Once all content is selected, right click to **copy**.
5. In a new email window, right click to **paste** the full email template into the body of the email.
6. Update the hello greeting at the top and the highlighted name field at the bottom of the message and add a subject line.
7. Send the personalized email to your employer(s).