

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

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

Subject: Application for Unemployment Insurance Fund (UIF) Benefits

Dear [Recipient Name],

I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits due to my recent job loss.

I was employed at [Company Name] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, my employment was terminated on [Date of Termination] due to [Reason for Unemployment, e.g., company downsizing, retrenchment].

As required, I have attached all necessary documentation, including:

1. A copy of my ID/passport
2. A copy of my employment contract
3. Proof of termination from my employer
4. Any other relevant documentation

I kindly request that you process my application at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at the number or email provided above.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]