

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

[UIF Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits due to [briefly explain reason for unemployment, e.g., job loss, temporary layoff]. My details are as follows:

- Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment History: [Your former employer and position]
- Dates of Employment: [Start Date] to [End Date]

Attached are the required documents, including my ID copy, proof of employment, and any relevant forms.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]