

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

[Recipient's Name]
[Recipient's Title]
[Name of the Organization/Department]
[Organization's Street Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for UIF Benefits

I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits due to my recent job loss from [Company Name] on [Date].

1. ****Personal Information****

- Full Name: [Your Full Name]
- ID Number: [Your ID/Passport Number]
- Employment History: [Brief description of your employment history at the company]

2. ****Reason for Unemployment****

[Explain the circumstances that led to your unemployment, including details about your termination or voluntary resignation.]

3. ****Supporting Documentation****

Enclosed with this letter are the following documents to support my application:

- Copy of my ID
- Pay slips for the last [number] months
- Termination letter from [Company Name]
- UIF registration forms (if applicable)

4. ****Contact Information****

Should you require any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]