

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for UIF Claim

I hope this letter finds you well. I am writing to formally apply for my Unemployment Insurance Fund (UIF) claim due to [brief explanation of reason for unemployment, e.g., retrenchment, dismissal, etc.].

I was employed at [Company Name] as a [Your Job Title] from [Start Date] to [End Date]. My reason for leaving was [explain the circumstances briefly].

I have attached all necessary documentation to support my claim, including:

1. A completed UIF application form.
2. Proof of my previous employment (e.g., payslips, employment letter).
3. A copy of my ID.
4. [Any other relevant documents].

I would greatly appreciate your prompt attention to this matter, as I am in urgent need of financial assistance during this transitional period.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]
[Attachment List]