

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

Dear [Recipient's Name],

Subject: Application for Unemployment Insurance Fund (UIF)

I hope this letter finds you well. I am writing to formally submit my application for the Unemployment Insurance Fund (UIF) due to [briefly state reason for unemployment, e.g., job loss, retrenchment, etc.].

I have attached all necessary documents required for the application, including:

1. Completed UIF application form
2. Proof of employment termination
3. Identification document
4. Payment records of UIF contributions

I kindly request that you process my application at your earliest convenience. If you require any further information or documents, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]