

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

Unemployment Insurance Fund

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

Dear Sir/Madam,

Subject: Application for Unemployment Insurance Benefits

I am writing to formally submit my application for Unemployment Insurance Benefits as I have recently become unemployed due to [reason for unemployment, e.g., retrenchment, company closure, etc.].

My personal details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Date of Birth: [Your Date of Birth]
- Employment History: [Brief summary of your previous employment, including company names and positions held]

Enclosed with this letter, you will find the following documents:

1. Completed UIF application form
2. Certified copy of my ID
3. Proof of employment termination
4. Bank details

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]