

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

Dear [Recipient Name],

I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits following my recent employment termination due to [briefly state reason, e.g., downsizing, company closure].

I have attached all necessary documentation, including:

1. A copy of my ID
2. A copy of my employment contract
3. Proof of termination from my previous employer
4. Any other relevant documents

I would appreciate your assistance in processing my application as soon as possible. Please let me know if you require any additional information or documents.

Thank you for your attention to this matter.

Sincerely,

[Your Name]