

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

Dear [Recipient Name],

Subject: Application for Unemployment Insurance Fund (UIF) Benefits

I hope this letter finds you well. I am writing to formally request assistance through the Unemployment Insurance Fund (UIF) due to [briefly explain the reason for your application, e.g., job loss, temporary layoff]. My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment History: [Brief summary of your employment history]
- Last Employer: [Name of your last employer]
- Date of Employment: [Start Date - End Date]

I have attached all relevant documents, including my UIF registration and proof of employment termination. I kindly ask for your prompt assistance in processing my application.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]