

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

[Recipient's Name]  
[Department/Office Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: UIF Application for Claims

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for my Unemployment Insurance Fund (UIF) claim as I have recently become unemployed.

My details are as follows:

- Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment History: [List of previous employers with dates]
- Reason for Unemployment: [Brief explanation of why you are unemployed]

I have attached all necessary documentation, including:

1. Copy of my ID
2. Proof of employment (e.g., payslips, termination letter)
3. Completed UIF application form
4. [Any other relevant documents]

I would appreciate it if you could process my application at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]