

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Application for UIF Benefits

Dear [Recipient Name],

I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits as an expatriate residing in South Africa.

****Personal Details:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Work Permit Number: [Your Work Permit Number]
- Employment Start Date: [Your Employment Start Date]
- Employment End Date: [Your Employment End Date]
- Employer's Name: [Your Employer's Name]

****Reason for Unemployment:****

[Briefly explain the reason for your unemployment, e.g., retrenchment, dismissal, etc.]

I have attached all necessary documents to support my application, including:

1. Proof of Identity (Passport/ID)
2. Work Permit
3. Proof of Employment (Termination letter, payslips)
4. UI-19 Form (if applicable)
5. [Any other relevant documents]

I kindly request assistance with my application and look forward to your prompt response.

Thank you for your attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]