

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

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

Subject: Application for UIF Benefits

Dear [UIF Officer's Name/To Whom It May Concern],

I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits as I have recently lost my job due to [reason for unemployment].

My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Previous Employer: [Name of your last employer]
- Employment Period: [Start Date] to [End Date]

I have attached the necessary documents, including:

1. Copy of my ID
2. Proof of employment termination
3. UIF registration details
4. Bank statements (if required)

I appreciate your assistance in processing my application promptly.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]