

[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],

Subject: Application for Unemployment Insurance Fund

I am writing to formally apply for assistance from the Unemployment Insurance Fund (UIF) as I am currently seeking employment. I was previously employed at [Previous Employer's Name] as a [Previous Job Title] from [Start Date] to [End Date]. Unfortunately, due to [reason for unemployment, e.g., retrenchment, company closure], I am now unemployed and actively looking for new job opportunities.

I have attached the necessary documentation, including my identification document, proof of previous employment, and any other required forms to support my application.

I would greatly appreciate your consideration of my application and any assistance you can provide during this challenging time. Please feel free to contact me at the phone number or email address provided above should you need any additional information.

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]