

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

Subject: Application for Unemployment Insurance Fund (UIF) Benefits

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally apply for Unemployment Insurance Fund (UIF) benefits as a self-employed individual.

****Personal Details:****

- Name: [Your Full Name]
- ID Number: [Your ID Number]
- Date of Birth: [Your Date of Birth]
- Business Name: [Your Business Name]
- Business Registration Number: [Your Business Registration Number]
- Nature of Business: [Brief Description of Your Business]

I have been self-employed since [Start Date of Self-Employment] and have been actively contributing to the UIF. Due to [reason for unemployment, e.g., economic downturn, pandemic, etc.], my income has severely decreased, leaving me unable to sustain my business and meet my financial obligations.

Attached to this letter are the following documents to support my application:

1. Copy of my ID
2. Proof of business registration
3. UIF contribution statement
4. Financial statements or income records
5. Declaration of unemployment

I kindly request your consideration of my application and look forward to your prompt response. Should you require any further information or documentation, 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]