

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

[Recipient's Name]
[Recipient's Position]
[Department of Employment and Labour]
[Office Address]
[City, State, Zip Code]

Subject: UIF Application Request for Family Support

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance from the Unemployment Insurance Fund (UIF) due to the recent challenges faced by my family.

[Provide a brief background of your situation, including details such as unemployment, the impact on your family, and any relevant circumstances.]

I kindly request that you consider our application to receive UIF benefits to help support my family during this difficult time. Attached are the necessary documents, including [list any required documentation such as identification, proof of unemployment, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]