

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

Dear [Recipient Name],

Subject: UIF Application Support Letter

I am writing to formally support the application for the Unemployment Insurance Fund (UIF) benefits for [Applicant's Name]. As [his/her/their] [relationship to applicant, e.g., employer, supervisor, colleague], I can attest to [his/her/their] work ethic and contributions during [his/her/their] tenure at [Company Name].

[Provide a brief description of the applicant's role, responsibilities, and time with the company. Mention any specific achievements or contributions that highlight their work and character.]

Due to [reason for UIF application, e.g., retrenchment, temporary layoff], [Applicant's Name] is now in a position where [he/she/they] requires assistance through the UIF. I fully support [his/her/their] application and believe that [he/she/they] is a deserving candidate who has exhibited dedication and professionalism throughout [his/her/their] employment.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding [Applicant's Name]'s situation.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]