

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for UIF Benefits

I am writing to formally apply for my UIF benefits as I have recently become unemployed.

****Personal Information****

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment History: [Briefly state your previous employment details]
- Reason for Unemployment: [Describe reason for job loss]

****Supporting Documents****

I have attached the following documents to support my application:

1. Copy of my ID
2. UIF registration documents
3. Employment termination letter
4. [Any additional documents]

I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]