

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

[UIF Office Name]
[Office Address]
[City, State, Zip Code]

Subject: UIF Claim Application

Dear [UIF Office/Recipient Name],

I am writing to formally submit my application for a claim under the Unemployment Insurance Fund (UIF) due to [briefly explain the reason, e.g., retrenchment, unemployment, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment History: [Your previous employer, job title, duration of employment]
- Date of Unemployment: [Date you became unemployed]

Enclosed with this letter are the necessary documents to support my claim:

1. A copy of my ID
2. A copy of my termination letter
3. [List any additional documents if applicable]

I kindly request your assistance in processing my claim at your earliest convenience. Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]