

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: UIF Payment Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally apply for the Unemployment Insurance Fund (UIF) payment due to [briefly explain your reason, e.g., recent job loss, retrenchment, etc.].

My details are as follows:

- Name: [Your Full Name]
- ID Number: [Your ID Number]
- Employment Period: [Start Date] to [End Date]
- Last Employer: [Company Name]
- Contact Information: [Your Phone Number/Email]

Attached to this letter, you will find the necessary documents to support my application, including:

1. Copy of my ID
2. UIF registration number
3. Proof of employment termination
4. Bank details for payment

I would appreciate your prompt attention to my application, as this support is crucial during this time. Thank you for considering my request.

Sincerely,  
[Your Name]