

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

[Recipient Name]
[Address of the Employer or Agency]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for EI Benefits

I am writing to formally apply for Employment Insurance (EI) benefits due to [reason for unemployment, e.g., recent job loss, illness, etc.]. My last day of employment was [last working day], and my Record of Employment is attached for your reference.

Throughout my employment at [Company Name], I [briefly outline your job role and responsibilities]. Unfortunately, due to [reason for termination, e.g., layoffs, company closure], I am now seeking assistance through the Employment Insurance program.

I am looking for support during this transition period and have completed all required documentation, which I have enclosed for your review.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]