

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

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

Subject: EI Claim - [Your Claim Number]

Dear [Recipient's Name],

I am writing to formally submit my claim for Employment Insurance (EI) benefits.

Details of my claim are as follows:

- Name: [Your Name]
- Social Insurance Number (SIN): [Your SIN]
- Claim Number: [Your Claim Number]
- Employment Period: [Start Date] - [End Date]
- Reason for applying: [Brief explanation]

Enclosed are the necessary documents to support my claim:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your prompt attention to this matter. If you require any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]