

[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 Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the initiation of my Employment Insurance (EI) claim.

My details are as follows:

- Full Name: [Your Full Name]
- Social Insurance Number (SIN): [Your SIN]
- Date of Birth: [Your DOB]
- Address: [Your Address]

I am submitting this request due to [briefly explain reason for EI claim, e.g., job loss, maternity leave, etc.]. I have attached all required documents, including [list documents, e.g., record of employment, identification, etc.], to support my claim.

Please let me know if you require any further information or if there are additional steps I need to complete to process my claim.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]