

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

[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for the Employment Insurance (EI) support program. I recently faced [briefly explain your situation, e.g., job loss, reduction in work hours] and am seeking assistance during this challenging time.

I have attached the necessary documentation, including [list documents, e.g., Record of Employment, proof of job search efforts, etc.], to support my application. I believe I qualify for the benefits due to [mention your eligibility criteria, e.g., minimum insurable hours worked, reasons for job separation].

I appreciate your consideration of my application and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need any additional information. Thank you for your attention to this matter.

Sincerely,
[Your Name]