

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Canada Office Address]  
[City, Province, Postal Code]  
Subject: Employment Insurance (EI) Claim

Dear Sir/Madam,

I am writing to formally submit my claim for Employment Insurance benefits. My details are as follows:

- Full Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Contact Information: [Your Phone Number] / [Your Email Address]
- Reason for Claim: [Brief description of the reason for your EI claim]

I have included the necessary supporting documents, including:

1. Record of Employment (ROE)
2. Identification documents
3. [Any other relevant documents]

Please confirm the receipt of my application and let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)