

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Employment Insurance Office]
[Office Address]
[City, Province, Postal Code]

Subject: Letter of Intent for Employment Insurance Application

Dear [Employment Insurance Officer/Specific Name if known],
I am writing to formally express my intent to apply for Employment Insurance (EI) benefits. My application is in response to my recent job loss, which occurred on [Date of Job Loss].

I have worked at [Company Name] as a [Job Title] from [Start Date] to [End Date]. Unfortunately, due to [reason for job loss, e.g., layoffs, company closure, etc.], I am now without employment and seeking assistance through the EI program.

I have been actively looking for work and intend to continue my job search diligently. I am fully informed of my responsibilities as an EI applicant, including reporting any income earned and responding promptly to any requests for information.

I have attached all necessary documents, including my Record of Employment (ROE), to facilitate the processing of my application. Thank you for your attention to this matter. I look forward to your prompt response regarding my application.

Sincerely,
[Your Name]