

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Employment Insurance Benefits

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for Employment Insurance (EI) benefits following my recent job loss.

My name is [Your Full Name], and I was employed at [Company Name] as a [Your Job Title] from [Start Date] until [End Date]. Unfortunately, due to [reason for unemployment, e.g., layoffs, company closure], I am no longer able to maintain my employment with the company.

I have attached my Record of Employment (ROE) along with any other required documents to support my application. I have actively been seeking new job opportunities and hope to secure employment soon.

Thank you for considering my application. If you require more information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]