

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Employment Insurance Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for Employment Insurance (EI) benefits. My name is [Your Name], and my Social Insurance Number is [Your SIN]. I have recently experienced [briefly explain your situation, e.g., job loss, reduced hours, etc.], which has impacted my ability to earn a stable income.

I have attached the necessary documentation required for my application, including [list any relevant documents, e.g., Record of Employment, proof of identity, etc.]. I believe that I meet all the criteria for eligibility and am requesting your assistance in processing my claim as soon as possible.

Thank you for your attention to this matter. Please feel free to contact me if you require any further information or clarification.

Sincerely,
[Your Name]