

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

Dear [Recipient Name],

Subject: Submission of Employment Insurance (EI) Application

I hope this letter finds you well. I am writing to submit my application for Employment Insurance (EI) benefits as I am currently unemployed due to [briefly explain reason for unemployment, e.g., "the recent layoff from my position at XYZ Company"].

Enclosed with this letter, you will find the required documentation, including:

- EI Application Form
- Record of Employment (ROE)
- [Any additional documents, e.g., pay stubs, termination letter, etc.]

I understand the importance of providing all necessary information to expedite the processing of my application. If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Name]