

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

[Employment Insurance Office]
[Office Address]
[City, Province, Postal Code]

Subject: Application for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally apply for Employment Insurance (EI) benefits following my recent job loss. My employment details are as follows:

- **Name of Employer:** [Employer's Name]
- **Job Title:** [Your Job Title]
- **Employment Period:** [Start Date] to [End Date]
- **Reason for Job Loss:** [Brief Explanation]

I have attached all necessary documentation, including my Record of Employment (ROE) and any additional forms required for processing my application.

I would appreciate any assistance you can provide regarding the processing of my application. Please feel free to contact me at the number or email address listed above should you require any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]