

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

Employment Insurance Claims Processing Centre

[Address of the EI office]  
[City, Province, Postal Code]

Subject: Employment Insurance Claim - [Your Claim Number]

Dear Sir/Madam,

I am writing to submit my Employment Insurance (EI) claim for benefits, as I am currently unemployed due to [briefly explain reason for unemployment]. I have attached all necessary documentation, including my Record of Employment (ROE) and [any other relevant documents].

My employment history includes the following:

- [Job Title / Employer Name] from [Start Date] to [End Date]
- [Job Title / Employer Name] from [Start Date] to [End Date]

I have been actively seeking new employment and have attached copies of my job search activities, including applications submitted and interviews attended.

I would like to request the prompt processing of my EI claim. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]