

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, Province, Postal Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*Employment Insurance (EI) Claims Department\*\*  
\*\*Service Canada\*\*  
\*\*[Address of Service Canada]\*\*  
\*\*[City, Province, Postal Code]\*\*  
Subject: Employment Insurance Claim Application  
Dear Sir/Madam,  
I am writing to formally apply for Employment Insurance (EI) benefits due to my recent unemployment. Below are the specifics of my situation:

1. \*\*Personal Information:\*\*
  - Full Name: [Your Full Name]
  - Social Insurance Number (SIN): [Your SIN]
  - Date of Birth: [Your Date of Birth]
2. \*\*Employment History:\*\*
  - Previous Employer: [Employer's Name]
  - Position/Job Title: [Your Job Title]
  - Duration of Employment: [Start Date] to [End Date]
  - Reason for Unemployment: [Briefly explain the reason, e.g., layoffs, termination without cause, etc.]
3. \*\*Claim Details:\*\*
  - Claim Type: [Regular Benefits / Special Benefits]
  - Expected Date of Availability for Work: [Date]
4. \*\*Supporting Documents:\*\*
  - [List any attached documents, e.g., Record of Employment (ROE), termination letter, etc.]

I have attached the necessary forms and documentation as required by Service Canada for processing my claim. Please let me know if you need any additional information or documents to facilitate the processing of my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Signature (if sending a hard copy)]  
\*\*[Your Printed Name]\*\*  
\*\*[Your Contact Information]\*\*  
\*\*[Your Claim Reference Number (if applicable)]\*\*  
\*\*Enclosures:\*\* [List of attached documents]