

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Unemployment Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Reconsideration of Employment Insurance Claim

Dear [Claims Administrator's Name],

I am writing to formally appeal the decision regarding my Employment Insurance (EI) claim, reference number [Your Claim Number]. I believe there may have been a misunderstanding in the review of my case.

I am currently unemployed due to [briefly explain your reason for unemployment, e.g., layoff, cessation of contract]. I have attached [list any supporting documents, e.g., termination letter, pay stubs] to support my claim.

I kindly request a reconsideration of my eligibility based on this information.

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]