

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

Employment Insurance Benefits Office

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

Subject: Claim for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally submit my claim for Employment Insurance (EI) benefits. My personal information and employment details are as follows:

****Personal Information:****

- Full Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Date of Birth: [Your Date of Birth]

****Employment Details:****

- Last Employer: [Company Name]
- Employment Status: [Full-time/Part-time/Temporary]
- Position: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date]
- Reason for Separation: [e.g., Job Loss, Layoff, etc.]

I wish to provide additional context regarding my situation:

[Brief explanation of your circumstances leading to unemployment, such as layoffs, company closures, etc.]

I have attached the necessary documentation to support my claim, including:

1. Record of Employment (ROE)
2. Pay stubs from my last employment
3. Any other relevant documents

I understand the importance of providing accurate information and assure you that all provided details are true and correct to the best of my knowledge.

Please let me know if you require any further information or documentation. I look forward to your prompt response regarding my claim status.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List of documents]