

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Employment Insurance Claims

Dear [Recipient's Name],

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

****Personal Information:****

- Full Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Claim Type: [Regular/Specific Benefits]
- Employment Period: [Dates of Employment]
- Reason for Claim: [Brief Explanation]

I have included the necessary documents to support my claim:

1. [List of Attachments, e.g., Record of Employment, Proof of Identity]
2. [Any Additional Support Documents]

I would appreciate your prompt attention to my claim and look forward to your response. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]