

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

[Recipient's Name]
[Recipient's Title]
[Insurance Company/Agency Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Insurance Claim

I hope this letter finds you well. I am writing to formally submit my claim for Employment Insurance (EI) benefits as I have recently become unemployed.

Below are the details pertinent to my claim:

- ****Full Name****: [Your Full Name]
- ****Social Insurance Number****: [Your SIN]
- ****Reason for Unemployment****: [Brief explanation of your situation]
- ****Last Day of Work****: [Date]
- ****Employer's Name****: [Your Last Employer's Name]
- ****Employer's Contact Information****: [Employer's Phone/Email]

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

- Record of Employment
- Proof of Income
- Any other relevant documents

I kindly request that you process my claim at your earliest convenience. Should you require any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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]