

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, Province, Postal Code]

Subject: Employment Insurance Claim

Dear [Recipient's Name],

I am writing to formally submit my claim for Employment Insurance (EI) benefits.

Details of my claim are as follows:

- Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Address: [Your Address]
- Reason for Application: [Briefly state reason for claiming EI benefits]
- Employment Details: [Job title, employer's name, and duration of employment]

I have attached all required documents to support my claim, including:

1. [List of attached documents, e.g., Record of Employment, proof of separation]
2. [Any additional documents, if necessary]

I understand the importance of providing accurate information and am willing to cooperate fully during the claims process. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

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

Sincerely,
[Your Name]