

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Consideration of EI Claim

I hope this letter finds you well. I am writing to formally submit my claim for Employment Insurance (EI) benefits due to [briefly explain your situation, e.g., job loss, temporary layoff, etc.].

I have been employed at [Company Name] as a [Your Position] for [duration of employment], during which time I have consistently contributed to my role and demonstrated strong dedication to the organization.

Unfortunately, [describe the circumstances leading to your claim, e.g., unexpected layoffs, business closure, etc.].

In accordance with the guidelines set forth by the EI program, I believe I meet all the eligibility requirements, including [list qualifications: sufficient insurable hours, willingness to seek work, etc.]. I have attached the necessary documentation to support my claim, including [list attached documents, e.g., Record of Employment, termination letter, etc.].

I understand the importance of the EI program for those who are temporarily out of work and am eager to comply with all requirements necessary for the processing of my claim. The support of EI will be crucial in helping me navigate this challenging period as I seek new employment opportunities.

I appreciate your attention to my situation and kindly request a prompt review of my claim. Should you require further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and consideration.

Sincerely,
[Your Name]