

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Subject: Request for Employment Insurance Claim

Dear [Recipient's Name],

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

- **Claimant's Name:** [Your Full Name]
- **Social Insurance Number (SIN):** [Your SIN]
- **Last date of employment:** [Last Day of Work]
- **Reason for separation:** [Reason, e.g., layoff, termination, etc.]

I have attached all necessary documents, including [list any documents attached, e.g., Record of Employment, proof of identification, etc.]. I believe I meet the eligibility requirements for EI benefits under the current guidelines.

Please let me know if you require any further information to process my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position (if applicable)]