

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

Employment Insurance Claims Section

[Office Address]
[City, State, ZIP Code]

Subject: Application for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally apply for Employment Insurance (EI) benefits. My personal details are as follows:

- Name: [Your Full Name]
- Social Insurance Number (SIN): [Your SIN]
- Date of Birth: [Your Date of Birth]
- Employment History: [Brief description of your last job, including job title, employer's name, and dates of employment]

Due to [reason for unemployment, e.g., layoff, job loss], I am seeking assistance to support myself during this transition period. I have attached all necessary documentation, including my Record of Employment (ROE) and any other required forms, for your review.

I appreciate your attention to my application and look forward to your prompt response. Should you need any further information, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]