

****EI Claim Letter Template****

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Service Canada Office Address]

[City, Province, Postal Code]

Subject: Employment Insurance (EI) Claim

Dear [Service Canada Official/To Whom It May Concern],

1. **Introduction**

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

2. **Personal Information**

- Full Name: [Your Full Name]
- Social Insurance Number (SIN): [Your SIN]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]

3. **Employment Details**

- Last Employer: [Employer's Name]
- Employment Period: [Start Date] to [End Date]
- Reason for Separation: [Reason]

4. **Claim Information**

- Type of EI Benefits: [Regular EI / Special EI]
- Claim Start Date: [Claim Start Date]

5. **Supporting Documents**

- I have attached the following documents to support my claim:
- Record of Employment (ROE)
- [Any other relevant document]

6. **Conclusion**

- I appreciate your prompt attention to my claim and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]