

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

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

Subject: Employment Insurance Claim

Dear [Recipient's Name],

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

My details are as follows:

- Full Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Claimant ID (if applicable): [Your Claimant ID]
- Job Title: [Your Job Title]
- Employer: [Your Employer's Name]
- Dates of Employment: [Start Date] to [End Date]

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

- Record of Employment (ROE)
- Proof of layoff or termination
- [Any other supporting documents]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachments: List of documents]