

[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],

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

My details are as follows:

- **Full Name:** [Your Full Name]
- **Social Insurance Number:** [Your SIN]
- **Claim Type:** [Type of EI claim, e.g., regular, maternity, parental]
- **Claim Start Date:** [Date when your claim started]

I am enclosing the following documents to support my claim:

1. [List of documents, e.g., Record of Employment (ROE), identification, etc.]

2. [Additional documents if necessary]

Due to [briefly explain the circumstances, e.g., loss of employment, maternity leave], I believe I am eligible for benefits under the Employment Insurance program.

Please let me know if you require any further information or additional documentation. Thank you for considering my claim.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]