

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

[Recipient Name]
[Recipient Position]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Subject: Eligibility for Employment Insurance Benefits

Dear [Recipient Name],

I am writing to confirm my eligibility for Employment Insurance (EI) benefits as per my recent application submitted on [Application Date]. Based on the information provided, I meet the necessary requirements, including:

- [Reason 1: e.g., required hours of insurable employment]
- [Reason 2: e.g., reason for job separation]
- [Any other relevant details]

The Employment Insurance office has verified my status and determined that I am eligible to receive benefits starting from [Start Date] through [End Date, if applicable]. The amount associated with my benefits will be [Amount or range of benefits].

Should you require any additional documentation or information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]