

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

Employment Insurance Office  
[Address of the EI Office]  
[City, Province, Postal Code]  
Subject: Request for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally request Employment Insurance (EI) benefits due to my recent job loss. My Personal Identification Number is [Your SIN]. I was employed at [Company Name] as a [Your Job Title] from [Start Date] to [End Date]. Unfortunately, I was laid off due to [briefly explain reason, e.g., company downsizing, closure, etc.]. I have attached a copy of my Record of Employment and any other required documentation.

I have been actively seeking new employment opportunities since my job loss, and I am committed to fulfilling the requirements necessary to receive EI benefits.

Please let me know if you require any further information or documentation to process my request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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