

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for Employment Insurance (EI) benefits following my recent job loss. My employment ended on [Last Working Day], and I believe I am eligible for assistance due to [brief reason for unemployment, e.g., layoff, termination, etc.].

I have attached all necessary documentation, including my Record of Employment and any supporting materials, to facilitate the processing of my application. I request that you review my situation and consider my application for EI benefits.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]