

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

[Recipient's Name]
[Department Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address an issue I have encountered regarding my Employment Insurance (EI) benefits. My claim number is [Claim Number], and I submitted my application on [Submission Date].

[Describe the specific issue: e.g., delay in processing, denial of claim, requesting additional information, etc. Be concise and clear.]

Additionally, I have attached [mention any supporting documents, if applicable, e.g., pay stubs, previous correspondence] to assist in resolving this matter promptly.

I would appreciate it if you could review my situation and provide guidance on the next steps I should take. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,
[Your Name]