

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

[Employment Insurance Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally apply for Employment Insurance (EI) benefits following my recent job loss.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Date of Birth: [Your DOB]
- Last Employed At: [Company Name]
- Job Title: [Your Job Title]
- Employment End Date: [Date]

I am providing the necessary documentation to support my application, including:

1. Record of Employment (ROE)
2. Identification proof
3. Any additional relevant documents

I understand the importance of promptly processing my application and am eager to fulfill all requirements. Please let me know if there are any further information or documents needed.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,  
[Your Name]