

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Office of Employment Insurance]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the Employment Insurance (EI) benefits I may be eligible for following my recent [job loss/layoff]. I would like to gather more information regarding the application process, eligibility criteria, and any documentation that may be required.

Specifically, I would appreciate clarification on the following points:

1. What are the eligibility requirements for EI benefits?
2. What steps do I need to take to apply for EI benefits?
3. Are there specific documents I need to provide when submitting my application?
4. How long does it typically take to process an EI application?

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to my inquiry.

Sincerely,  
[Your Name]