

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

Employment Insurance (EI) Benefits Office

[Office Address]  
[City, Province, Postal Code]

Dear Sir/Madam,

Subject: Request for Assistance with Employment Insurance Benefits

I am writing to request assistance regarding my Employment Insurance (EI) benefits application. My name is [Your Name], and my Social Insurance Number (SIN) is [Your SIN].

I submitted my application on [Date of Application] under the circumstances of [briefly explain your situation, e.g., job loss, reduced hours, etc.]. However, I have not received any updates regarding my claim, and I am concerned about my eligibility and the status of my benefits.

I would appreciate any information or assistance you could provide regarding my claim. Additionally, if there are any further documents or information needed on my part, please let me know.

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)]