

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

Employment Insurance (EI) Office

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

Subject: Application for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally request Employment Insurance benefits due to my recent job loss. My name is [Your Full Name], and my Social Insurance Number is [Your SIN]. I was employed at [Company Name] as a [Your Job Title], and I was laid off on [Date of Layoff].

I have attached the necessary documentation, including my Record of Employment, to support my application. I believe I am eligible for EI benefits based on my work history and the circumstances of my job loss. Please let me know if you require any additional information or documentation. I appreciate your timely attention to my request and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]