

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
Employment Insurance Processing Centre
[Address of the Centre]
[City, Province, Postal Code]
Subject: Inquiry Regarding Employment Insurance Benefits
Dear [Recipient's Name or "EI Benefits Department"],
I hope this message finds you well.
I am writing to inquire about my Employment Insurance (EI) benefits
application submitted on [insert date of application]. My claim number is
[insert claim number].
[Briefly explain the reason for your inquiry, e.g., I would like to
confirm the status of my application, inquire about the processing time,
or ask any specific questions related to my eligibility or benefits.]
I appreciate your help and any information you can provide regarding my
query.
Thank you for your attention to this matter.
Sincerely,
[Your Name]