

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

Dear [Recipient Name],

I am writing to confirm my eligibility for Employment Insurance (EI) benefits as per the application I submitted on [insert application date]. I have received notification from [insert relevant EI office or organization] confirming that my claim has been approved, and I am eligible for benefits starting from [insert start date] through to [insert end date, if applicable].

The total benefit amount is [insert amount] which will be disbursed on a [weekly/bi-weekly] basis.

If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]