

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

Employment and Social Development Canada

Employment Insurance

[Address]

[City, Province, Postal Code]

Subject: Update on Employment Insurance Benefits

Dear Sir/Madam,

I hope this letter finds you well.

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

[Briefly explain the reason for the update, e.g., change in employment status, additional income, changes in personal situation, etc.]

I have attached the necessary documents to support this update, including [list any attached documents if applicable].

Please do not hesitate to contact me if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]