

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

Employment and Social Development Canada

[Local Service Centre Address]

[City, Province, Postal Code]

Subject: Application for Employment Insurance Benefits

Dear Sir/Madam,

I am writing to formally apply for Employment Insurance (EI) benefits following my recent employment termination. My details are as follows:

- Full Name: [Your Full Name]
- Social Insurance Number: [Your SIN]
- Employment Period: [Start Date] to [End Date]
- Reason for Termination: [Brief Explanation]

I have attached the necessary documents, including my Record of Employment and any other required documentation, to support my application.

I kindly request that you process my application at your earliest convenience, and I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]