

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Employment Insurance Office Address]  
[City, Province, Postal Code]

Dear [Recipient Name or "To Whom It May Concern"],  
I am writing to support [Claimant's Name] in their application for Employment Insurance (EI) benefits. [Claimant's Name] has been a valued employee at [Company Name] from [start date] until [end date]. Due to [reason for unemployment, e.g., layoff, termination, etc.], they are currently unable to work and are seeking assistance. During their time at [Company Name], [Claimant's Name] demonstrated [specific skills or contributions] and was an essential part of our team. Unfortunately, due to [specific circumstances leading to the claim], we had to let them go.

I believe that [Claimant's Name] meets the eligibility requirements for EI benefits and deserves support during this challenging period. I am confident that they will actively seek new employment opportunities. If you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this request.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]