

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance regarding my Employment Insurance (EI) benefits.

I have recently applied for EI benefits due to [briefly explain your situation, e.g., job loss, reduced hours, etc.], and I would like to clarify a few details regarding my application status and eligibility. Could you please provide guidance on how to expedite my application or address any issues that may be holding up the process?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]