

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Employer/Organization Name]  
[Employer Address]  
[City, Province, Postal Code]

Subject: Notification of Employment Insurance (EI) Benefits

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you regarding my application for Employment Insurance (EI) benefits.

- **\*\*Claimant Information:\*\***

- Name: [Your Name]
- SIN: [Your Social Insurance Number]
- Claim Number: [Your Claim Number]
- Date of Application: [Date of Application]

- **\*\*Reason for EI Application:\*\***

[Brief explanation of why you are applying for EI benefits, e.g., job loss, reduction in hours, etc.]

- **\*\*Expected Duration of Benefits:\*\***

[Provide any relevant information about the expected duration of your benefits, if known.]

I have included all necessary documentation to support my claim and have adhered to the application guidelines. I kindly ask for your prompt attention to this matter, and I look forward to receiving confirmation of my application status.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]