

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

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

Dear [Recipient's Name],

I am writing to formally apply for the Overseas Employment Certificate (OEC) as I am planning to work abroad. I have completed all necessary documentation and requirements as stated by the relevant authorities.

My personal details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Position: [Your Position]
- Employer's Name: [Your Employer's Name]
- Country of Employment: [Country]
- Travel Dates: [Departure Date] to [Return Date]

Attached to this letter are the following documents to support my application:

1. Copy of my valid passport
2. Employment contract
3. Company endorsement
4. [Any other relevant documents]

I would appreciate your prompt processing of my OEC application, as I am scheduled to begin my employment on [Start Date]. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]