

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for OEC Application

I am writing to express my intent to apply for the Overseas Employment Certificate (OEC) as part of my preparation for employment abroad.

[Briefly introduce yourself and your current status, including any relevant background information.]

I believe that obtaining the OEC is crucial for me due to [briefly state reasons, such as intended employment, location, and benefits].

I have attached the necessary documentation required for the application process, including [list documents]. Please let me know if there are any further requirements or steps I should take.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]