

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

Dear [Recipient Name],

I am writing to apply for the Overseas Employment Certificate (OEC) as I am planning to work abroad in [specific country/region].

[Insert a brief introduction about yourself, including your current job, qualifications, and experiences relevant to your employment abroad.]

I have secured a position as [Job Title] with [Employer's Name] in [Location], which is set to commence on [Start Date]. My role entails [brief description of job responsibilities].

I have gathered all the necessary documentation to support my application, including:

1. [List of documents, e.g., employment contract, passport, etc.]
2. [Additional document]
3. [Additional document]

I assure you that I will comply with all applicable laws and regulations regarding overseas employment. I kindly request your assistance in processing my OEC application at your earliest convenience.

Thank you for your attention to my application. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]