

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Name of the Recipient]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an overseas employment certificate (OEC) through your esteemed office. I am [your name], a [your profession] with [number of years] years of experience in [your field/industry]. I am seeking employment opportunities abroad and require the OEC as a necessary document for my overseas employment. I have recently received a job offer from [Company Name] located in [Country]. This role strongly aligns with my professional skills and career aspirations, and I am eager to contribute to the team.

Attached are the necessary documents for your review, including my employment contract, valid passport, proof of previous employment, and [any other required documents]. I assure you that I have fulfilled all necessary requirements for the OEC application process.

I appreciate your assistance and am looking forward to your prompt response. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]