

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

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

Dear [Recipient's Name],

Subject: Request for Endorsement for OEC Application

I am writing to formally request your endorsement for my Overseas Employment Certificate (OEC) application. As a [Your Job Title/Position] with [Your Company/Organization], I have been presented with an opportunity to work abroad in [Country/City] starting [Start Date].

I believe that my skills and experience in [Your Field/Industry] will allow me to contribute effectively to [Detail About the Job/Company Abroad]. The OEC is a crucial requirement for my employment, and your support would greatly enhance my application.

I would appreciate it if you could provide a letter of endorsement that confirms my employment status, outlines my role and responsibilities, and supports my upcoming deployment.

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

Warm regards,

[Your Name]
[Your Job Title]
[Your Company/Organization]