

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

[Recipient Name]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for OEC

I am writing to formally apply for the Overseas Employment Certificate (OEC) as I am planning to [state your intention, e.g., work abroad] in [country].

[Paragraph 1: Briefly introduce yourself and state your current job or occupation.]

[Paragraph 2: Explain the reason for your application, including details about your employer and job position abroad.]

[Paragraph 3: Mention any relevant supporting documents you are including with your application.]

I appreciate your attention to my application and look forward to your positive response.

Thank you very much.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]