

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Agency Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],
Subject: Application for Overseas Employment Certificate (OEC) for Visa Processing

I am writing to formally request the issuance of my Overseas Employment Certificate (OEC) as part of the visa processing requirements for my upcoming employment abroad.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Employer's Name: [Employer's Name]
- Job Position: [Your Job Position]
- Employment Start Date: [Start Date]
- Destination Country: [Destination Country]

I have attached the necessary documents to support my application, including:

1. A copy of my passport
2. A copy of my employment contract
3. [Any other relevant documents]

I appreciate your assistance in processing my OEC as I aim to complete my visa requirements promptly. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]