

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

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

Dear [Recipient Name],

Subject: OEC Application Request

I am writing to formally request the issuance of my Overseas Employment Certificate (OEC). I am a [Your Job Title] with [Your Company/Employer's Name] and have been employed there since [Start Date]. I am planning to work abroad in [Destination Country] and require the OEC to proceed with my employment.

Please find attached the necessary documents to support my application:

- [List of Attachments, e.g., Copy of Employment Contract, Passport, Visa, etc.]

I appreciate your attention to my request and look forward to your prompt response. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]