

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

Dear [Recipient's Name],

I am writing to express my intent to apply for the Overseas Employment Certificate (OEC) as a [Your Job Title/Position] intending to work in [Destination Country].

I have been employed with [Your Employer's Name] since [Start Date], where I hold the position of [Your Job Title]. My role involves [Brief Description of Responsibilities and Skills Relevant to Your Position]. It is my goal to enhance my career and gain international experience, and I believe that this opportunity in [Destination Country] will provide me with the essential skills and knowledge to contribute to my professional growth significantly.

For my OEC application, I have attached the necessary documents, including [list of documents, e.g., employment contract, passport copy, etc.]. I assure you that I will adhere to all the regulations and guidelines set forth in the application process.

Thank you for considering my application. I look forward to your positive response. Should you need any more information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]