

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

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

Subject: Application for Overseas Employment Certificate (OEC)

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my application for the Overseas Employment Certificate (OEC).

I am planning to work abroad in [Destination Country] as a [Job Title] with [Employer's Name]. I have attached the necessary documents for your review, including:

1. Valid Passport
2. Employment Contract
3. Proof of Payment for Application Fee
4. [Any additional documents]

I appreciate your assistance in processing my application. Please let me know if any additional information or documentation is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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