

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Department Name]
[Organization/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Approval of OEC Application

I hope this letter finds you well. I am writing to formally request the approval of my Overseas Employment Certificate (OEC) application submitted on [date of application submission].

I have completed all necessary requirements and have attached the pertinent documents for your reference. My employment details are as follows:

- Employer Name: [Employer's Name]
- Position: [Your Job Title]
- Job Location: [Job Location]
- Contract Duration: [Contract Duration]

I understand the importance of the OEC in facilitating my overseas employment, and I appreciate your prompt attention to my application. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and consideration. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]