

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my application for an Overseas Employment Certificate (OEC) as a [Your Job Title] intending to work in [Destination Country].

Enclosed with this letter are the required documents for my application, including:

1. Completed application form
2. Valid passport
3. Employment contract
4. Proof of payment
5. [Any other required documents]

I kindly request your assistance in processing my application as I aim to start my employment on [Start Date]. Please let me know if any additional information or documents are required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]