

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

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

Dear [Recipient Name],

I am writing to express my interest in applying for the Overseas Employment Certificate (OEC) as required for my upcoming employment abroad. I have secured a position as [Your Job Title] with [Employer's Company Name] located in [Country or City].

As part of the OEC application process, I have attached the following documents for your review:

1. A copy of my employment contract
2. A copy of my passport
3. Proof of my qualifications (e.g., diplomas, certifications)
4. Any additional necessary documents

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

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Signature (if sending a hard copy)]