

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

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

Dear [Recipient's Name],

Subject: Request for Overseas Employment Certificate (OEC)

I hope this letter finds you well. I am writing to formally request the issuance of my Overseas Employment Certificate (OEC) as I prepare to work abroad.

I am a [Your Job Title] and have secured employment with [Employer's Name] in [Country/Location]. The details of my employment are as follows:

- **\*\*Position\*\***: [Your Position]
- **\*\*Start Date\*\***: [Start Date]
- **\*\*Duration of Employment\*\***: [Duration]

I have attached all necessary documents including my employment contract, valid identification, and any other required forms to facilitate this request.

Please let me know if any additional information or documentation is necessary to process my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]