

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

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

Dear [Recipient's Name],

Subject: Request for an Official Endorsement Certificate (OEC)

I hope this letter finds you well. I am writing to formally request the issuance of an Official Endorsement Certificate (OEC) for [provide a brief description of the purpose, e.g., employment, travel, study, etc.].

[In this paragraph, explain your situation and the reason for the OEC request. Include any relevant details that may support your request, such as dates, locations, and any previous communications regarding this matter.]

To assist with the process, I have attached the necessary documents, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would greatly appreciate your prompt attention to this matter, as it is time-sensitive. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]