

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of an Overseas Employment Certificate (OEC) as I plan to [state purpose, e.g., work abroad] in [destination country] starting from [start date].

I am currently employed as a [your job title] with [your current employer], and I have secured a position with [new employer's name] in [destination country]. Attached to this letter, you will find all necessary documents required for the OEC application, including but not limited to:

1. Copy of my employment contract
2. Company endorsement letter
3. Valid passport copy
4. Other relevant certificates/documents

I kindly request your assistance in processing my application at your earliest convenience, as I am eager to adhere to the established timelines for my impending employment.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Current Employer] (if applicable)