

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

[Recipient Name]
[Title/Organization]
[Address]

[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Request for Overseas Employment Certificate (OEC)

I am writing to formally request the issuance of my Overseas Employment Certificate (OEC). Below are the necessary details regarding my employment:

1. ****Full Name****: [Your Full Name]
2. ****Nationality****: [Your Nationality]
3. ****Passport Number****: [Your Passport Number]
4. ****Employer's Name****: [Employer's Company Name]
5. ****Address of Employer****: [Employer's Address]
6. ****Position****: [Your Job Title]
7. ****Duration of Employment****: [Start Date - End Date]
8. ****Purpose of Travel****: [Briefly explain your purpose of travel]

Enclosed are copies of the following documents to support my request:

- Employment Contract
- Valid Passport
- Company ID or any relevant identification
- Any other required documents

I hope for your prompt attention to my request. Please let me know if you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]