

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

[Recipient Name]
[Organisation/Company Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for OEC

I hope this letter finds you well. I am writing to formally request an Overseas Employment Certificate (OEC) as part of my requirements for employment abroad.

Details of my employment are as follows:

- Full Name: [Your Full Name]
- Position: [Your Job Title]
- Company Name: [Name of the Hiring Company]
- Job Location: [City and Country of Employment]
- Start Date: [Date of Employment Start]

I have attached all necessary documents for your reference, including my employment contract, passport copy, and any other needed certificates.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]