

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

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

Subject: Request for Overseas Employment Certificate (OEC)

Dear [Recipient's Name],

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

My details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Employer's Name: [Your Employer's Name]
- Position: [Your Job Title]
- Destination Country: [Country of Employment]
- Date of Departure: [Expected Date of Departure]

I have attached the necessary documents to facilitate the processing of my request, including my passport copy, employment contract, and other required papers.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]