

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the Overseas Employment Certificate (OEC) as required for my upcoming employment abroad. I am [Your Job Title/Position] and I have secured a position with [Employer's Name] located in [Country of Employment].

I have attached the necessary documents, including:

1. Copy of my employment contract
2. Passport photocopy
3. Valid ID
4. [Any other relevant document]

I kindly request that my application be processed at your earliest convenience, as I am slated to begin my employment on [Start Date]. Please let me know if any additional information is required.

Thank you for your attention and assistance.

Sincerely,
[Your Name]