

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

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

Dear [Recipient's Name],

I am writing to formally apply for the Overseas Employment Certificate (OEC) as required by the Department of Migrant Workers for my upcoming employment abroad. I am excited about the opportunity to join [Company Name] as a [Job Title], and I have attached all the necessary documents for your review.

My details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Position: [Job Title]
- Country of Employment: [Country Name]
- Duration of Contract: [Contract Duration]

Enclosed are the following supporting documents:

1. Copy of my valid passport
2. Employment contract
3. Company endorsement letter
4. Proof of payment for OEC application fee

I appreciate your assistance in processing my application promptly. Should you require any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my application.

Sincerely,  
[Your Name]