

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for OEC (Overseas Employment Certificate)

I hope this message finds you well. I am writing to formally request the issuance of my Overseas Employment Certificate (OEC) in accordance with the requirements for my upcoming employment overseas.

Details of my employment are as follows:

1. Name: [Your Full Name]
2. Employer: [Employer's Name]
3. Job Title: [Your Job Title]
4. Destination Country: [Country of Employment]
5. Employment Start Date: [Start Date]

I have attached all required documents to support my application, including:

- Valid passport
- Employment contract
- Visa (if applicable)
- [Any other required documents]

I would greatly appreciate your assistance in processing my request at your earliest convenience, as my departure date is approaching. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]