

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

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

Dear [Recipient's Name],

Subject: Request for OEC Issuance

I hope this letter finds you well. I am writing to formally request the issuance of my Overseas Employment Certificate (OEC). I am scheduled to work in [Country] as a [Job Title/Position] with [Employer's Company Name], starting on [Start Date].

To facilitate this request, I have included the necessary documents:

1. Copy of my employment contract
2. Valid passport
3. Valid work visa
4. [Any additional documents required]

Please let me know if you require any further information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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