

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

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

Dear [Recipient Name],

Subject: OEC Request

I hope this letter finds you well. I am writing to formally request the issuance of an Overseas Employment Certificate (OEC) as part of my preparation for employment overseas.

I am [briefly describe your job position, agency, and destination country]. I have completed all necessary documentation and requirements as per the guidelines set by the [relevant authority/agency].

Enclosed with this letter are copies of the following documents:

- [List of documents, e.g., employment contract, passport, etc.]

I would appreciate your assistance in processing my request at your earliest convenience, as I aim to commence employment on [start date].

Thank you for your attention to this matter. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]