

[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],
Subject: Request for OEC

I hope this message finds you well.

I am writing to formally request an Overseas Employment Certificate (OEC) as part of my preparation for employment abroad.

Details of my employment are as follows:

- **Full Name:** [Your Full Name]
- **Passport Number:** [Your Passport Number]
- **Employer's Name:** [Employer's Company/Organization Name]
- **Job Title:** [Your Job Title]
- **Country of Employment:** [Country Name]
- **Contract Duration:** [Start Date - End Date]

I have included all necessary documents to support my request, including:

1. [List of documents, e.g., valid passport copy, employment contract, etc.]

I appreciate your assistance regarding this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]