

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Organization/Agency Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for OEC (Overseas Employment Certificate)

I hope this letter finds you well. I am writing to formally request the issuance of my Overseas Employment Certificate (OEC) as I prepare to work abroad.

I am scheduled to [briefly explain your employment situation, e.g., "begin my employment as a nurse in Canada on December 1, 2023"]. I have attached all necessary documents required for processing my OEC, including:

1. A valid passport
2. An employment contract
3. Company identification documents
4. Proof of payment for processing fees

I understand that the OEC is crucial for my overseas employment, as it will ensure that I am protected and can legally work abroad.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]