

[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],

I am writing to formally submit my application for the Overseas Employment Certificate (OEC) as required for my upcoming overseas employment opportunity.

Enclosed with this letter are the necessary documents, including [list any relevant documents such as a copy of the job offer, valid identification, etc.]. I have ensured that all information provided is complete and accurate, in compliance with the standards set forth by your esteemed office.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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