

[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 Overseas Employment Certificate (OEC)

I hope this message finds you well. I am writing to formally request an Overseas Employment Certificate (OEC) as part of the requirements for my employment abroad.

I am [briefly explain your current situation, e.g., a new employee, scheduled to leave for work, etc.]. My overseas employer is [Employer's Name] and I will be working as [Your Job Title] in [Country of Employment].

Please find attached the necessary documents required for the processing of my OEC:

- [List documents: e.g., employment contract, valid ID, etc.]

I would appreciate your prompt assistance in this matter, as I am expected to leave on [Departure Date]. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your attention to my request.

Sincerely,

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