

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company or Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Overseas Employment Certificate (OEC)

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

I am a Filipino worker planning to [describe your job position, country of employment, and employer]. In compliance with the requirements set forth by the Philippine Overseas Employment Administration (POEA), I am submitting this request for the necessary documentation to facilitate my deployment abroad.

Please find attached the following documents to support my request:

1. Copy of my valid passport
2. Employment contract
3. [List any other relevant documents]

I appreciate your assistance in this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at the provided phone number or email address. Thank you for your attention to this request.

Sincerely,

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