

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for an OEC

I hope this letter finds you well. I am writing to formally request an Overseas Employment Certificate (OEC) in accordance with the guidelines set forth by the [relevant government agency/department].

I am currently employed as [Your Job Title] at [Your Company Name] and have secured a position with [New Employer's Name] in [New Country]. My employment details are as follows:

- Position: [Your Position]
- Start Date: [Start Date]
- Duration of Contract: [Contract Duration]

To process my request, I have attached the following documents:

1. Copy of my current employment contract
2. Job offer letter from [New Employer's Name]
3. Valid identification (e.g., passport)
4. Any additional documents required

I appreciate your prompt attention to this matter and look forward to your positive response. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]