

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Occupational Employment Certificate (OEC), which is set to expire on [Expiration Date].

[Insert any necessary personal or job-related details, e.g., "I have continued my employment with [Employer Name] as [Job Title]."]

To facilitate the renewal process, I have attached the following documents:

- [List of attached documents, e.g., "Copy of my current OEC"]
- [Any required personal identification or employment verification]
- [Additional documents as necessary]

I appreciate your attention to this matter and look forward to your positive response. If you require any further information or clarifications, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]