

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

[Recipient's Name]
[Recipient's Position]
[Organization/Agency Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: OEC Renewal Submission

I hope this letter finds you well. I am writing to formally submit my application for the renewal of my Overseas Employment Certificate (OEC) due to [brief reason for renewal, e.g., a new employment contract, extension of employment, etc.].

Attached are the required documents for the renewal process, including [list of documents]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]