

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: OEC Renewal Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Overseas Employment Certificate (OEC) which is set to expire on [expiration date]. My OEC number is [OEC number].

As an Overseas Filipino Worker, I understand the importance of maintaining valid documentation for my employment abroad. I am currently employed at [Company Name] in [Country], with a position as [Your Position].

I have attached the required documents for the renewal process, including:

1. Completed application form
2. Copy of my passport
3. Latest contract of employment
4. Any additional required documentation

I appreciate your attention to this matter and kindly request you to expedite the processing of my OEC renewal. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]