

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

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

Dear [Recipient's Name],

Subject: Request for OEC Renewal

I hope this letter finds you well. I am writing to formally request the renewal of my Overseas Employment Certificate (OEC) due to my upcoming employment abroad.

My details are as follows:

- Name: [Your Full Name]
- OEC Number: [Your OEC Number]
- Employment Position: [Your Job Title]
- Employer: [Your Employer's Name]
- Country of Employment: [Destination Country]

I have attached all necessary documents required for the renewal process, including my valid passport, employment contract, and any additional forms as specified by your guidelines.

I would appreciate your prompt attention to this matter, as my travel date is approaching. Should you need further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]