

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

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

Dear [Recipient Name],

Subject: Renewal Request for OEC

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].

I have been employed by [Company Name] in [Country] since [start date] and intend to continue my employment. My current position is [Your Job Title], and I have attached the necessary documentation to support my renewal application, including:

1. Copy of my current OEC
2. Employment contract
3. Company verification letter
4. [Any other required documents]

I appreciate your attention to this matter and look forward to your prompt assistance with my OEC renewal. Please let me know if there are any additional requirements or information needed to expedite the process.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]