

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

Dear [Recipient Name],
Subject: Renewal of OEC

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

To facilitate the renewal process, I have outlined some helpful tips below:

1. ****Provide Updated Documents****: Ensure that you include any necessary documentation that reflects your current employment status.
2. ****Check Application Deadlines****: Be mindful of the renewal application deadlines to avoid any lapses in your certification.
3. ****Complete Application Forms****: Fill out all required forms completely and accurately. Double-check for any errors.
4. ****Include Payment Confirmation****: Attach proof of payment for any fees associated with the OEC renewal.
5. ****Follow Up****: After sending in your application, consider following up with the office to confirm receipt and inquire about the processing time.

I appreciate your attention to this matter and look forward to your prompt assistance with my OEC renewal. Please let me know if you require any additional information or documentation.

Thank you for your help.

Sincerely,
[Your Name]
[Your Position/Job Title, if applicable]
[Your Job Location, if applicable]