

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

Subject: OEC Renewal Request

I hope this message finds you well.

1. ****Introduction****:

Briefly introduce yourself and your role in relation to the OEC.

2. ****Purpose of the Letter****:

State the purpose, which is to request the renewal of the OEC.

3. ****Details of Current OEC****:

- Current OEC Number: [OEC Number]
- Date of Issuance: [Issuance Date]
- Expiration Date: [Expiration Date]

4. ****Reason for Renewal****:

Briefly explain the reasons for seeking renewal and its importance.

5. ****Supportive Information****:

Include any relevant documents or data to support the renewal request.

6. ****Closing****:

Thank the recipient for their attention, and express willingness to provide any additional information needed.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]