

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

Dear [Recipient's Name],

Subject: Application for OEC Renewal

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 details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Current Employment Position: [Your Job Title]
- Employer's Name: [Your Employer's Name]
- Location of Employment: [Country/Location]

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

1. Copy of my current OEC
2. Copy of my passport and visa
3. Employment contract
4. Proof of previous employment (if applicable)
5. Any other relevant documents

I would appreciate your prompt attention to my application, as I intend to continue my employment abroad without disruption. Please do not hesitate to contact me for any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]