

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Agency Name]  
[Organization/Agency Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Application for OEC Renewal  
I am writing to formally request the renewal of my Overseas Employment Certificate (OEC) [Your OEC Number], which is set to expire on [Expiration Date].  
My details are as follows:  
- Full Name: [Your Full Name]  
- Position: [Your Job Title]  
- Employer: [Company Name]  
- Employment Duration: [Start Date] to [End Date]  
I have attached all necessary documents, including:  
1. Copy of Expired OEC  
2. Employment Contract  
3. [Any other relevant documents]  
I kindly request your assistance in processing my application at your earliest convenience. Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]