

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

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

Dear [Recipient's Name],

Subject: Request for OEC Renewal

I hope this message 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 current employment details are as follows:

- Employee Name: [Your Name]
- Position: [Your Position]
- Company Name: [Current Employer]
- Work Location: [Country/City of Employment]
- OEC Number: [Your OEC Number]

As part of the renewal process, I have attached the necessary documents, including:

1. A copy of my current OEC
2. A valid passport copy
3. A copy of my employment contract
4. [Any additional documents required]

I would appreciate it if you could process my renewal at your earliest convenience, as I intend to continue my employment overseas without any interruption.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]