

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: OEC Renewal Application

Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request the renewal of my Overseas Employment Certificate (OEC).

****Details of Employment:****

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Position/Job Title: [Your Job Title]
- Employer: [Your Employer's Name]
- Work Location: [Work Location/Address]
- Employment Start Date: [Start Date]
- Previous OEC Number: [Previous OEC Number]

Due to [reason for renewal, e.g., extension of contract, new assignment], I kindly request that my OEC be renewed to ensure my compliance with the existing regulations.

Please find attached the necessary documents to support my application:

1. Copy of my valid passport
2. Current employment contract
3. Recent payslips
4. Any additional documents required

I appreciate your prompt assistance in processing my OEC renewal application. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name] (if applicable)