

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

Subject: Renewal of Occupational Employment Certificate (OEC)

Dear [Recipient's Name or Title],

I hope this letter finds you well. I am writing to formally request the renewal of my Occupational Employment Certificate (OEC) which is set to expire on [expiration date]. My OEC number is [insert OEC number].

I have continued my employment with [Employer's Name] as [Your Job Title] and wish to extend my certification in accordance with the regulations.

Enclosed are the necessary documents including:

1. Completed OEC renewal application form
2. Copy of my current OEC
3. Proof of continued employment (e.g., employment verification letter)
4. [Any other required documents]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employer's Name]