

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

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

Subject: OEC Renewal Request

Dear [Recipient Name],

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].

As an overseas worker currently employed with [Employer's Name] in [Country/Region], I have fulfilled the necessary requirements to maintain my employment status and would like to continue my work as per the existing agreement.

Attached to this letter, you will find all the required documentation including:

1. Copy of my current OEC
2. Employment contract
3. Proof of employment (company ID, payslips, etc.)
4. Any additional documents as required

I appreciate your attention to my request and look forward to your favorable response. Please feel free to contact me should you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]