

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for OEC Renewal

I hope this letter finds you well. I am writing to formally request the renewal of my Overseas Employment Certificate (OEC) as I am planning to resume my employment abroad.

My relevant details are as follows:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Passport Number: [Your Passport Number]
- Previous OEC Number: [Your Previous OEC Number]
- Employer's Name: [Your Employer's Name]
- Employment Position: [Your Position]
- Location of Employment: [Country of Employment]

I have attached all the necessary documents required for the renewal process, including:

1. Copy of my valid passport
2. Employment contract with my employer
3. Previous OEC
4. [Any other required documents]

I kindly request your assistance in expediting the renewal process, as I need to finalize my travel plans promptly.

Thank you for your attention to this matter. I appreciate your support and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]