

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Overseas Employment Certificate (OEC) due to [briefly state the reason for your request, e.g., upcoming employment opportunity, completion of training, etc.].

Having held my previous OEC, I have greatly benefited from [mention any personal or professional growth, skills acquired, or contributions made during your employment]. My experience [insert specific experiences or accomplishments] has not only enhanced my capabilities but also positively impacted [mention beneficiaries or the organization related to your employment].

As I seek to renew my OEC, I assure you that my commitment to adhering to the regulations and standards set forth is unwavering. The renewal will enable me to [explain how the OEC renewal will facilitate your professional journey or benefit the stakeholders involved].

I kindly request your support and assistance in expediting the renewal process. Please let me know if there are any additional documents or information I need to provide.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Organization, if applicable]