

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Company Name]  
[Organization 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) that is set to expire on [expiration date].

As you may recall, my previous OEC was issued for my employment with [Employer's Name] in [Country/Location]. As I plan to continue my service with them, I would like to ensure that I have all necessary documentation in order to comply with regulations.

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

1. Copy of my current OEC
2. Employment contract with [Employer's Name]
3. Valid passport copy
4. [Any other relevant documents]

I appreciate your assistance with my request and look forward to your prompt response. Should you need any additional information or further documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title/Position] (if applicable)  
[Your Company Name] (if applicable)