[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Request for OEC Verification
I hope this letter finds you well. I am writing to request verification of my Overseas Employment Certificate (OEC) for [specific purpose, e.g., employment, travel, etc.]. My details are as follows:
- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Position: [Your Job Title]
- Employer: [Your Employer's Name]
- Employment Start Date: [Start Date]
- OEC Number: [Your OEC Number]
I would greatly appreciate your assistance in verifying the details of my OEC to ensure all information is accurate and up-to-date. This verification is crucial for me to proceed with my [specific purpose]. Thank you for your attention to this matter. Please do not hesitate to contact me if you require any further information.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Job Title, if applicable]