

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

[Recipient's Name]
[Company/Organization Name]
[Company 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 the verification of my Overseas Employment Certificate (OEC) as part of the requirements for my employment abroad.

My details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- OEC Number: [Your OEC Number]
- Position: [Your Job Title]
- Employer: [Your Employer's Name]
- Country of Employment: [Country]

I would appreciate it if you could confirm the validity of my OEC at your earliest convenience, given that it is crucial for my upcoming employment. Please find attached copies of relevant documents including my OEC, employment contract, and identification for your reference.

Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you very much for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]