

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of my Overseas Employment Certificate (OEC) for reference in my upcoming employment abroad.

Please find attached the necessary documents for your review. Your prompt assistance in this matter would be greatly appreciated as it is essential for my preparations.

Thank you for your attention to this request. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]