

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

[Recipient Name]
[Organization/Agency Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for OEC Verification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the verification of my Overseas Employment Certificate (OEC) as required for my upcoming overseas employment. My details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Reference Number: [Your Reference Number, if applicable]
- Date of Employment: [Start Date] to [End Date]
- Employer's Name: [Your Employer's Name]
- Position: [Your Job Title]
- Destination Country: [Country of Employment]

I have attached the necessary documents to facilitate this verification process, including a copy of my employment contract and a valid identification document.

I kindly ask for your assistance in expediting this verification, as it is crucial for my employment arrangements. If further information or documentation is necessary, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]