

[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]

Subject: Request for OEC Verification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request verification of my Overseas Employment Certificate (OEC) as part of my employment process overseas.

Details of my employment are as follows:

- Full Name: [Your Name]
- Position: [Your Job Title]
- Employer: [Name of Overseas Employer]
- Employment Start Date: [Start Date]
- OEC Number: [OEC Number]

I would appreciate it if you could provide the necessary verification at your earliest convenience, as this will assist me in proceeding with my employment application. If there are any forms or additional documentation needed, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]