

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for OEC Verification

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to request 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]
- Date of Birth: [Your Date of Birth]
- Employer: [Your Employer's Name]
- Job Title: [Your Job Title]
- OEC Number: [Your OEC Number]
- Date of Issuance: [Date of Issuance]

Attached to this letter, you will find copies of relevant documents, including my OEC, passport, and employment contract for your reference. I would appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to this request.

Sincerely,

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