

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

[Agency/Organization Name]
[Agency/Organization 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 the verification of my Overseas Employment Certificate (OEC) as part of the requirement for my employment abroad.

Details of my OEC are as follows:

- Name: [Your Full Name]
- OEC Number: [Your OEC Number]
- Date of Issuance: [Date of Issuance]
- Employer: [Employer's Name]
- Country of Employment: [Country]

Please find attached copies of my OEC and any other relevant documents required for verification. I kindly request that you process this verification at your earliest convenience, as it is crucial for my upcoming employment.

Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,
[Your Name]