

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: OEC Verification for [Applicant's Name]

We hereby confirm that [Applicant's Name] has applied for a position at [Your Company Name] as a [Job Title] on [Application Date]. Their application is currently under review, and we are in the process of conducting the necessary background check and verification procedures. As part of our hiring process, we request your assistance in verifying the Overseas Employment Certificate (OEC) information related to [Applicant's Name].

Please confirm the following details:

- Full Name: [Applicant's Full Name]
- OEC Number: [OEC Number]
- Date of Issue: [Date of Issue]
- Validity Period: [Validity Period]

Your prompt response to this verification request will greatly assist us in processing the application for [Applicant's Name].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]