

[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]

Dear [Recipient Name],

Subject: Submission of OEC Verification

I hope this letter finds you well. I am writing to formally submit my application for the verification of my Overseas Employment Certificate (OEC) as required for my upcoming employment abroad.

Please find attached the necessary documents for your review:

1. Copy of my passport
2. Copy of my employment contract
3. Previous OEC (if applicable)
4. Other supporting documents

I kindly request your assistance in processing my OEC verification at your earliest convenience. Should you require any further information or additional documentation, please do not hesitate to contact me via the details provided above.

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

Sincerely,

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