

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

[Recipient's Name]  
[Recipient's Position]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Request for OEC Verification Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an OEC (Overseas Employment Certificate) verification letter for [Your Name], who has recently been employed as a [Job Title] at [Company Name] since [Start Date].

The details of employment are as follows:

- Employee ID: [Employee ID]
- Job Title: [Job Title]
- Employment Start Date: [Start Date]
- Employment End Date (if applicable): [End Date]
- Work Location: [Work Location]

This verification is required for compliance with the regulations set forth by the Philippine Overseas Employment Administration (POEA) regarding overseas employment.

I appreciate your immediate attention to this matter and look forward to receiving the OEC verification letter at your earliest convenience.

Should you require any additional information, please do not hesitate to contact me directly.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]