

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

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

Dear [Recipient's Name],

Subject: OEC Verification Requirements

I hope this message finds you well. I am writing to request information regarding the Overseas Employment Certificate (OEC) verification process required for [specify purpose, e.g., employment abroad, travel, etc.]. To ensure a smooth application process, I would like to clarify the following requirements:

1. [List specific documents needed for verification, e.g., employment contract, proof of fees paid, etc.]
2. [Any additional requirements or forms needed]
3. [Expected processing time for verification]

Your assistance in this matter would be greatly appreciated, as it will help me expedite my application. Please let me know if there are any other details or forms I should be aware of.

Thank you for your time and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]