

[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],

I hope this letter finds you well. I am writing to request verification of my Overseas Employment Certificate (OEC) as a requirement for my upcoming employment abroad.

Please find attached the necessary documents for your review, including:

1. A copy of my OEC
2. [Any other relevant documents]

I appreciate your assistance in this matter, and I look forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Name]