

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

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

Subject: OEC Verification Procedures

Dear [Recipient's Name],

I am writing to request information regarding the Overseas Employment Certificate (OEC) verification procedures. As part of my application process, it is crucial to ensure that all requirements are met and that I have the correct information regarding the verification timeline and necessary documentation.

Specifically, I would like to know the following:

1. What documents are required for OEC verification?
2. What is the expected timeline for the verification process?
3. Are there any specific steps I need to follow to complete the verification?
4. Is there a contact person for any issues that might arise during the process?

Thank you for your assistance. I look forward to your prompt response so I can proceed accordingly.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]