[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: OEC Verification Request
I hope this letter finds you well. I am writing to formally request verification of my Overseas Employment Certificate (OEC) for [your name or your employee's name].
Details of the request are as follows:
- **Full Name:** [Your Full Name]
- **Passport Number:** [Your Passport Number]
- **OEC Number:** [Your OEC Number]
- **Date of Issue:** [Date OEC was issued]
- **Employer's Name:** [Your Employer's Name]
- **Employer's Address:** [Employer's Address]
I kindly ask for your assistance in verifying the authenticity of the OEC, which is crucial for my employment abroad. Enclosed are copies of the relevant documents to facilitate the verification process.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]