

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to request verification for the Overseas Employment Certificate (OEC) required for my employment abroad. My details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Position: [Your Job Title]
- Employer: [Your Employer's Name]
- Destination Country: [Country Name]
- Reference Number: [OEC Reference Number, if applicable]

I would appreciate your assistance in verifying my OEC status as required by [relevant authority/agency, if applicable]. Your prompt attention to this matter will greatly aid in my preparation to commence my employment overseas.

Thank you for your assistance. If you need any additional information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]