

[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 Issues

I am writing to address concerns regarding the issues related to the Overseas Employment Certificate (OEC) application/processing. [Briefly state the specific problem or concern you are facing.]

I would appreciate your assistance in resolving this matter promptly.
[Mention any supporting details or documents attached.]

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

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