

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for No Objection Certificate (NOC)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a No Objection Certificate (NOC) for [briefly explain the purpose, e.g., a higher education course, transfer, etc.].

I am currently employed as [Your Position] at [Your Company/Organization] since [Date of Joining]. [Provide a brief explanation of the reason for the NOC, and how it pertains to your situation].

I kindly request you to issue the NOC at your earliest convenience.

Please let me know if you require any further information or documentation from my side.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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