

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

[Recipient Name]
[Recipient's Designation]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for No Objection Certificate (NOC) for Travel

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a No Objection Certificate (NOC) for my upcoming travel plans.

Details of my travel are as follows:

- ****Purpose of Travel:**** [State the purpose, e.g., business, vacation, etc.]

- ****Travel Destination:**** [Specify the location]

- ****Travel Dates:**** [Start date] to [End date]

As required, I assure you that I will adhere to all company policies and guidelines during my absence and will ensure a smooth transition of my responsibilities.

I kindly request your support in issuing an NOC at your earliest convenience. Please let me know if you need any additional information.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]
[Department]