

[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]

Dear [Recipient Name],

Subject: NOC Request

I hope this letter finds you well. I am writing to formally request a No Objection Certificate (NOC) from [Company/Organization Name] for [specific purpose, e.g., pursuing higher studies, applying for a visa, etc.].

I am currently employed as [Your Job Title] in the [Your Department] and have greatly valued my time with the company. The NOC is required as part of the [explain the reason briefly, e.g., application process, visa requirements, etc.], and it would be of immense assistance to me in moving forward with my plans.

I assure you that I will adhere to all company policies and ensure that my current responsibilities are managed effectively during this process. 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]