

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

[Recipient's Name]  
[Recipient's Position]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Subject: No Objection Certificate for European Cultural Exchange Visa

Dear [Recipient's Name],

I am writing to formally request a No Objection Certificate (NOC) for [Applicant's Name], who is applying for a European Cultural Exchange visa. [Applicant's Name] is an esteemed member of [Your Organization/Institution] and has been selected to participate in [briefly describe the cultural exchange program, including dates and location].

We fully support [Applicant's Name]'s participation in this program, as it aligns with our mission to promote cultural understanding and exchange. We hereby confirm that [Your Organization/Institution] has no objection to [him/her/them] traveling to [Destination Country] for this purpose.

Should you require any further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization/Institution]