

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]

Subject: No Objection Certificate for Travel Visa

Dear [Consulate/Embassy Official's Name],

I, [Your Name], holding the position of [Your Position] at [Your Company/Organization Name], hereby issue this No Objection Certificate (NOC) for [Employee's Name/Your Name], who is a [Designation or Relationship, e.g., employee, family member] in our organization.

This certificate is to confirm that we have no objection to [his/her] travel to [Country/Schengen Area] from [Start Date] to [End Date] for [purpose of travel, e.g., tourism, business meetings, etc.].

[Employee's Name/Your Name] will be on [leave/unpaid leave/holiday] during this period and is expected to return to [Company/Organization Name] after [his/her] travel. We have ensured that [he/she] has all necessary arrangements and support for this journey.

Should you require any further information or clarification regarding this matter, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (optional)]  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]