

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

The Branch Manager

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for No Objection Certificate (NOC)

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request a No Objection Certificate (NOC) for my account with [Bank Name], bearing account number [Your Account Number].

Due to [briefly explain the reason for needing the NOC, e.g., applying for a loan, changing banks, etc.], I require the NOC to proceed with my application.

I kindly ask you to process my request at your earliest convenience. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]