

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

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

Subject: No Objection Certificate for Construction

Dear [Recipient's Name],

I, [Your Name], the owner of the property located at [Property Address], hereby request the issuance of a No Objection Certificate (NOC) for the proposed construction of [Description of Construction] on my property. The construction is scheduled to commence on [Start Date] and is expected to be completed by [End Date]. I assure you that it will comply with all local building regulations and guidelines.

I kindly request your confirmation of no objection to this construction so that I may proceed with the necessary arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]