

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for NOC Letter for Mobile Number

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request a No Objection Certificate (NOC) for my mobile number [Your Mobile Number]. The purpose of this request is to [briefly explain the reason, e.g., transfer, re-activation, etc.].

Please find my details below:

- Full Name: [Your Full Name]
- Employee ID/Account Number: [Your Employee ID or Account Number]
- Department: [Your Department]
- Contact Number: [Your Contact Number]

I would greatly appreciate your assistance in this matter. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Designation/Position]
[Your Company Name] (if applicable)