

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

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

Dear [Recipient's Name],

Subject: No Objection Certificate

I hereby declare that I have no objection to [Student's Name], a student of [Course/Program] at [Your Institution], participating in [details of the academic activity, e.g., internship, research, etc.] taking place from [start date] to [end date].

This certificate is issued upon the request of [Student's Name] for academic purposes.

Thank you for your attention.

Sincerely,

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