

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

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

Subject: No Objection Certificate (NOC)

Dear [Recipient's Name],

I, [Your Name], holding [Your Designation/Position] at [Your Company/Organization Name], hereby issue this No Objection Certificate (NOC) for [Purpose/Reason for NOC, e.g. travel, project, etc.].

This letter confirms that we have no objection to [specific details regarding the individual or entity the NOC pertains to, including their name, designation, and any relevant information]. We acknowledge that [individual/entity] will be [description of the activities or events they will be participating in, e.g. traveling, taking part in a project, etc.] from [start date] to [end date].

We wish [individual/entity] the best in their endeavors and confirm that our company has no objection regarding their [specific purpose].

Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation]

[Your Company/Organization Name]