

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

[Landlord's Name]  
[Landlord's Address]  
[City, State, ZIP Code]

Subject: No Objection Certificate Request

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request a No Objection Certificate (NOC) for [specific purpose, e.g., renovation, tenant verifications, etc.] regarding the property located at [property address].

As per our rental agreement, I would like to ensure that all necessary permissions are obtained to proceed with [describe what the request is about, e.g., the planned renovations, subleasing to another tenant, etc.].

I kindly ask for your cooperation in this matter. Please let me know if you require any further details or documents to facilitate this request. Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]