

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: NOC Application for [Purpose]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a No Objection Certificate (NOC) for [state the purpose, e.g., "participating in a training program," "employment," etc.].

I [briefly introduce yourself, your position, and your association with the organization]. This NOC is required to [explain why you need the NOC].

In accordance with [mention any relevant company policies or regulations if applicable], I assure you that my commitment to my current responsibilities will not be affected during this process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Department]