

Urgent Visa NOC Request

Subject: URGENT - NOC Request for Visa Application

Dear [HR Manager/Supervisor],

I am writing to request an urgent No Objection Certificate for my visa application to [Country Name].

Due to unforeseen family circumstances, I need to travel on [Date] and the visa processing requires an NOC from my current employer.

I have been working as [Your Position] in [Department] since [Start Date] and have maintained excellent performance records. This travel is for [brief reason - family emergency/medical treatment/personal urgent matter] and I plan to return by [Return Date].

All my current projects are either completed or have been delegated to team members with proper handover documentation. I have informed my immediate supervisor about this urgent requirement and have their verbal approval.

Given the time-sensitive nature of visa processing, I would be extremely grateful if you could issue the NOC by [Specific Date]. I am available for immediate discussion if needed.

Thank you for your urgent attention to this matter.

Regards,

[Your Name]

[Employee ID]

[Emergency Contact]

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