

Address Change NOC Request

Subject: NOC Required for Address Change in Records

Dear Sir/Madam,

I need to update my address in various official records and require a No Objection Certificate from your organization as part of the documentation process.

My current registered address is [Current Address] and I am relocating to [New Address] due to [reason - job transfer/family reasons/personal choice]. The move is scheduled for [Date].

This address change will not affect my employment status or work commitments with your organization. I will ensure all official communications and documents reach me at the new address promptly.

Please issue the NOC at your convenience. If you require any additional information or documentation, please let me know.

Thank you for your assistance.

Best regards,

[Your Name]

[Employee ID/Reference Number]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-letter-for-noc>