

Request Letter Format for NOC from Bank

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for No Objection Certificate (NOC)

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to request a No Objection Certificate (NOC) from your esteemed bank. I hold an account with your branch, and I am seeking the NOC for [mention the purpose for which you need the NOC, e.g., obtaining a loan, changing employment, closing another account, etc.].

I am providing the relevant details related to my account for your reference:

- Account Holder's Name: [Your Full Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Current/Other]
- Branch Name: [Branch Name]

I have been a valued customer of your bank for [mention the number of years you have been a customer], and during this time, I have maintained a satisfactory banking relationship. All my financial obligations to the bank have been duly met, and my account stands in good standing.

I assure you that the purpose for which I am requesting the NOC is in compliance with all legal and regulatory requirements. I understand that the issuance of the NOC is subject to the bank's internal

policies and procedures, and I am willing to provide any additional documentation or information required to complete this process.

I kindly request you to process my request for the NOC at your earliest convenience. If there are any fees associated with obtaining the NOC, please inform me so that I can make the necessary arrangements.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification regarding my request.

Thank you for your prompt attention to this matter. I sincerely appreciate your assistance in this regard.

Looking forward to a favorable response.

Yours sincerely,

[Your Full Name]

[Signature if submitting a physical letter]